

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

DATE: October 12, 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, Daniel S. Mansfield, John G. Swanston

MEMBERS ABSENT: George S. Cook, 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
Jamie O’Dell, Business Manager (Left meeting at 7:44 PM)

VISITORS: Carl Seyfarth, Daniel Valenzuela, Mary Dickerson

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to order at 7:03 P.M. by President Egan followed by the Pledge of Allegiance.

OATH OF OFFICE: Oath of office was administered to the following elected member of the Board by District Superintendent Stephen T. Shafer:

Daniel Mansfield

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mrs. Forsell moved, seconded by Mr. O’Bryan that the minutes of the regular meeting of September 15, 2016 be approved.

Yes - 7
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 September. Following discussion, Mr. Swanston moved, seconded by Mrs. Lauzon that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of September be approved.

Yes - 7
No - 0, motion carried

**ACCEPTANCE OF
INDEPENDENT AUDIT
REPORT:**

Carl Seyfarth, Independent Auditor, presented the Independent Audit Report for the year ending June 30, 2016 to the Board, acting as the Audit Committee of the Whole. Following discussion, Mrs. Lauzon moved, seconded by Mr. O'Bryan that the Board, acting as the Audit Committee of the Whole, accept the Independent Audit Report for the year ending June 30, 2016 as prepared by Seyfarth & Seyfarth, CPAs, P.C.

Yes - 7
No - 0, motion carried

**QUARTERLY REPORT ON
THE INTERNAL AUDIT
FUNCTION:**

Rodney Asse gave the Board an update on the Internal Audit Function.

PRESENTATIONS:

Daniel Valenzuela and Cheryl Felt gave the board a presentation on Program Statistics & Results for CTE and Regional Summer School for the North End.

Mary Dickerson gave the board a presentation on Alternative Education and High School Equivalency for the North End.

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Mrs. Forsell that the Board enter into an executive session regarding the status of CSEA Negotiations, a confidential student matter, to review Building Level Emergency Response Plans, and to discuss the employment status of specific individuals.

Yes - 7
No - 0, motion carried

The Board entered into an executive session at 8:38 P.M.

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

Yes - 7
No - 0, motion carried

The Board left executive session at 9:06 P.M.

CREATION OF POSITION :

Mr. O'Bryan moved, seconded by Mr. Mansfield that the following position be created:

Teacher Aide .5

Yes - 7
No - 0, motion carried

**CHANGE IN POSITION
CLASSIFICATION:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mrs. Forsell that the following position classification be changed from Grade 6 to Grade 8 (Effective 7/1/16) New Salary \$25,774:

Maureen Benware – Typist To Secretary to Program Administrator
Alexxi Shook – Typist To Secretary to Program Administrator

Yes - 7

No - 0, motion carried

**TEACHING ASSISTANT
APPOINTMENTS:**

Upon the recommendation of Mr. Shafer, Mr. Mansfield moved, seconded by Mrs. Lauzon that:

Alexadria Bevilacqua, who holds a Level I Teaching Assistant certificate, is hereby appointed to the position of Teaching Assistant tenure area for a probationary period commencing on 09/01/16 and anticipated to end on 08/31/20.

Yes - 7

No - 0, motion carried

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

David Snyder, who holds an Initial Certificate in Physical Education, is hereby appointed to the position of Teaching Assistant tenure area for a probationary period commencing on 09/01/16 and anticipated to end on 08/31/20.

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Extra Program Employment

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

Substitutes

James Benware (Teaching Assistant/LPN/Aide)
Marie Lantry (Teaching Assistant/Aide/RN)
Alisha Tower (Teacher/Teaching Assistant/Aide)

Adult Education Instructors (CNA Program 10/2/16 to 12/2/16) - \$40.00
Per Hour

Mickey Denny (Up to 230 Hours)
Kim Premo (Up to 20 Hours)
Donna Bombard (Up to 5 Hours)
Patricia Ventiquattro (Up to 15 Hours)

Yes - 7
No - 0, motion carried

LEAVE OF ABSENCE:

Mr. O'Bryan moved, seconded by Mrs. Forsell that the unpaid leave of absence requested by John Carr, Drivers Education Teacher be approved for the period of 1/23/17 – 1/27/17.

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:

Employment & Training Assistant *Part-time* (Currently located Quadri-Lakes Area)
Interpreter (Currently located Salmon River Central School)
Teacher Aide .5 (Currently located at Franklin Academy – P-Tech Program)

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

Yes - 7
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mrs. Lauzon 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 - 7
No - 0, motion carried

**ABOLISHMENT OF THE
FOLLOWING POLICIES:**

Mrs. Forsell moved, seconded by Mr. Mansfield that the following policy be abolished:

Policy Against Sex Discrimination and Sexual Harassment

Yes - 7
No - 0, motion carried

Mr. Mansfield moved, seconded by Mr. Swanston that the following policy be abolished:

Title IX/504/Civil Rights/Age Discrimination Policy

Yes - 7

No - 0, motion carried

CREATION OF THE FOLLOWING POLICIES:

Mrs. Lauzon moved, seconded by Mrs. Forsell that the following policy be created:

Non-Discrimination Policy

Yes - 7

No - 0, motion carried

Mr. Mansfield moved, seconded by Mrs. Lauzon that the following policy be created:

Sexual Harassment Policy

Yes - 7

No - 0, motion carried

BUILDING LEVEL EMERGENCY RESPONSE PLANS:

The Building Level Emergency Response Plans were tabled.

AUTHORIZATION AND CONSIDERATION TO BID BOCES EQUIPMENT ON AUCTIONS INTERNATIONAL:

Mr. Shafer requested that the Board consider seeking bids on a non-operational Metal Lathe using Auctions International for the Franklin-Essex-Hamilton BOCES.

Following discussion, Mrs. Lauzon moved, seconded by Mr. Mansfield that the BOCES be authorized to accept bids.

Yes - 7

No - 0, motion carried

APPROVAL OF ADDITIONAL MEMBERSHIP FOR THE 2016-17 SCHOOL YEAR:

Upon the recommendation of Mr. Shafer, Mrs. Lauzon moved, seconded by Mrs. Forsell that an additional membership be approved for the 2016-17 school year as follows:

Educational Support Service Personnel (ESSP) in the amount of \$25

Yes - 7

No - 0, motion carried

TINY HOUSE/TRAILER COMBINATION:

There was discussion regarding a tiny house/trailer combination.

FEH BOCES SAFETY AND SECURITY UPDATES:

Mr. Asse reviewed the FEH BOCES Safety and Security Updates.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 9:51 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk