

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

DATE: November 16, 2016

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Thomas O’Bryan, Elizabeth R, Forsell, Daniel S. Mansfield, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: Dennis J. Egan, George S. Cook, Donna J. Kissane, Emily Lauzon

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

VISITORS: Rick Swanston

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to order at 7:02 P.M. by Vice President O’Bryan followed by the Pledge of Allegiance.

A moment of silence was observed for Betsy Sageman, former BOCES Administrator.

APPROVAL OF MINUTES: Vice President O’Bryan asked for a motion concerning the minutes of the previous meeting. Mrs. Forsell moved, seconded by Mr. Mansfield that the minutes of the regular meeting of October 12, 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 October. Following discussion, Mr. Swanston moved, seconded by Mr. Preston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of October be approved.

Yes - 5
No - 0, motion carried

PRESENTATION:

Rick Swanston gave a presentation on Program Statistics & Results for CTE, Regional Summer School, Alternative Education (South End).

EXECUTIVE SESSION:

Mrs. Forsell moved, seconded by Mr. Mansfield that the Board enter into an executive session to review Building Level Emergency Response Plans, to discuss the employment status of specific individuals, and to frame positions for upcoming negotiations with teachers bargaining unit.

Yes - 5
No - 0, motion carried

The Board entered into an executive session at 7:46 P.M.

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

Yes - 5
No - 0, motion carried

The Board left executive session at 9:17 P.M.

ESTABLISHMENT OF STANDARD WORKING DAY FOR THE PURPOSE OF DETERMINING DAYS WORKED REPORTABLE TO THE NEW YORK STATE AND LOCAL EMPLOYEES' RETIRMENT SYSTEM:

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Preston that the following be established as standard work days for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

- Cook Manger – 7 ½ Hours Per Day/5 Days Per Week
- Safety Specialist – 8 Hours Per Day/5 Days Per Week

Yes - 5
No - 0, motion carried

CREATION OF POSITION :

Mr. Preston moved, seconded by Mrs. Forsell that the following position be created:

Licensed Practical Nurse (Currently located at Chateaugay Central School)

Yes - 5
No - 0, motion carried

CHANGE IN POSITION:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Mansfield that positions be changed as follows:

- Donna Bombard – Licensed Practical Nurse 80% to 100% Effective 10/24/16 – 06/30/17
- Freb Hunt-Bull – Computer Technical Support Specialist 100% TO Computer Technical Support Specialist 92.09%/Teacher 7.91% (Effective 07/01/16)

Yes - 5
No - 0, motion carried

**CHANGE IN POSITION
CLASSIFICATION GRADE
6 TO GRADE 8:**

Upon the recommendation of Mr. Shafer, Mrs. Forsell moved, seconded by Mr. Mansfield that position classification be changed from Grade 6 to Grade 8 for the following:

Revised salary (increase amount of \$2,202 for differential from Grade 6 – Typist to Grade 8 – Secretary to Program Administrator)

Maureen Benware – Typist TO Secretary to Program Administrator
(Effective 7/1/16)

Alexxi Shook – Typist TO Secretary to Program Administrator (Effective 7/1/16)

Susan Traynor – Typist TO Secretary to Program Administrator (Effective 9/12/16)

Yes - 5

No - 0, motion carried

RESIGNATIONS:

Mr. Mansfield moved, seconded by Mr. Preston that the following resignation be accepted:

Kathryn Boyd – Speech & Hearing Handicapped Teacher (Due to Retirement – Effective 03/31/17)

Carol Parnapy – Typist (Due to Retirement – Effective 1/26/17)

Mary Robideau – Licensed Practical Nurse (Effective 01/18/17)

Yes - 5

No - 0, motion carried

APPOINTMENTS:

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

John Benware, be appointed as a LICENSED PRACTICAL NURSE commencing on 11/07/16, salary to be at Grade 13, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 5

No - 0, motion carried

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

Karie A. Doelger, who holds a professional certificate as a School District Leader, is hereby appointed to the position of Library System Director tenure area for a probationary period commencing on 10/25/16 and anticipated to end on 10/24/20.

In order to be eligible for tenure, individuals receiving a probationary appointment as an administrator 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, she will not be eligible for tenure at that time.

Yes - 5

No - 0, motion carried

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

Aimee Frock-Brockway, be appointed as a TEACHER AIDE 60% commencing on 12/01/16, salary to be at Grade 11, Step 1 of the Non-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. Mansfield moved, seconded by Mrs. Forsell that the following individuals be appointed as Part-time and Occasional Employees:

Substitute

Joshua Weise (Teacher/Teaching Assistant/Teacher Aide)

Extra Program Employment

Tracy Lavoie (Up to 180 additional hours through 11/30/16)

Alison Riley-Clark (Up to 3 Days through 10/31/16)

2016-17 Mentors (Up to 10 Hours 9/1/16 through 6/30/17)

Alison Riley-Clark (Adam Barse)

Barb Hart (Laice Redman)

Barb Hart (Christopher Kormanyos)

Kempton Pierce (Alexandria Harris)

Joanne Williams (Heather Gonia)

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

Kay-Lynn Bickford (Up to 320 Hours 10/24/16 – 06/30/17)

Nina McBride (Up to 320 Hours 10/24/16 – 6/30/17)

Employment & Training Assistant Part-time - \$14.63 Per Hour

Linda Rule (Up to 400 Hours)

Temporary Health Occupations Teacher - \$229.11 Per Day

Jill Morgan (11/14/16 through 12/31/16)

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:

Interpreter (Currently located Salmon River Central School)

Licensed Practical Nurse (Currently located at Chateaugay Central School)

Management System Specialist (Anticipated 07/01/17)

Speech & Hearing Handicapped Teacher (Effective 04/01/17)

Typist (Currently located NFEC)

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

Yes - 5
No - 0, motion carried

**APPROVAL OF BOCES
SERVICE DESCRIPTIONS
AND BUDGET
DEVELOPMENT
CALENDAR FOR 2017-18:**

The Board received a copy of the proposed BOCES Service Description Guide for 2017-18. Mrs. Forsell moved, seconded by Mr. Preston that the Service Guide and Budget Development Calendar for 2017-18 be approved as corrected for distribution to component school districts, etc.

Yes - 5
No - 0, motion carried

**CERTIFICATION OF LEAD
EVALUATORS FOR
PRINCIPALS:**

Mr. Mansfield moved, seconded by Mrs. Forsell that:

WHEREAS, the Board of Education has been provided evidence that Stephen T. Shafer and Cheryl A. Felt have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers and principals, therefore

BE IT RESOLVED, that, upon recommendation of the superintendent of schools, Stephen T. Shafer and Cheryl A. Felt be re-certified as a Lead Evaluator of teachers and principals.

Yes - 5
No - 0, motion carried

**CERTIFICATION OF LEAD
EVALUATORS FOR
TEACHERS:**

Mrs. Forsell moved, seconded by Mr. Mansfield that:

WHEREAS, the Board of Education has been provided evidence that Mary Jo Dickerson, Denise Luka, Rick Swanston and Julie Austin-Kormanyos have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for re-certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the superintendent of schools, Mary Jo Dickerson, Denise Luka, Rick Swanston and Julie Austin-Kormanyos be certified as a Lead Evaluator of teachers.

Yes - 5
No - 0, motion carried

**APPROVAL OF BUILDING
LEVEL EMERGENCY
RESPONSE PLANS:**

Mrs. Forsell moved, seconded by Mr. Swanston that the Building Level Emergency Response Plans (Reviewed in Executive Session as law requires that they remain confidential) be approved.

Yes - 5
No - 0, motion carried

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

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

Agreement with Pitney Bowes in connection with Digital Mailing System
Agreement with Alice Hyde Medical Center in connection with drug and alcohol testing services

Yes - 5

No - 0, motion carried

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

Mr. Shafer informed the Board regarding the need to bid a Ryobi Scroll Saw, Delta Scroll Saw, Scroll Saw, Delta Saw Buck, Miller Welder, Rockwell Planer and a Delta Planer on Auctions International for the Franklin-Essex-Hamilton BOCES.

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

Yes - 5

No - 0, motion carried

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

Mr. Shafer informed the Board regarding the need to bid 30 Apple I-Pods on Auctions International for the Franklin-Essex-Hamilton BOCES.

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

Yes - 5

No - 0, motion carried

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

Mr. Shafer informed the Board regarding the need to bid Security Equipment on Auctions International for the Franklin-Essex-Hamilton BOCES.

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

Yes - 5

No - 0, motion carried

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

Mr. Shafer informed the Board regarding the need to bid a 10" Delta Unisaw and a Delta Chopsaw on Auctions International for the Franklin-Essex-Hamilton BOCES.

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

Yes - 5

No - 0, motion carried

RATIFICATION OF AGREEMENT WITH THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. LOCAL 1000 ASFSCME, AFL-CIO:

Following discussion, Mrs. Forsell moved, seconded by Mr. Mansfield that the agreement with the Civil Service Employees Association, Inc. Local 1000 ASFSCME, AFL-CIO be ratified.

Yes - 5
No - 0, motion carried

APPROVAL OF STAFFORD, OWENS, PILLER, MURNANE, KELLEHER & TROMBLEY, PLLC AS AN ADDITIONAL LAW FIRM FOR THE FEH BOCES (RETROACTIVE TO OCTOBER 27, 2016):

Upon the recommendation of Mr. Shafer, Mr. Mansfield moved, seconded by Mr. Preston that Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC as an additional law firm for the FEH BOCES (Retroactive to October 27, 2016).

Yes - 5
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Mr. Mansfield moved, seconded by Mrs. Forsell 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 - 5
No - 0, motion carried

BULLET AID FOR NEW VISION GAMING AND CODING:

Mr. Mansfield moved, seconded by Mr. Swanston that the Franklin-Essex-Hamilton BOCES authorize acceptance of \$193,000 of bullet aid received on October 11, 2016 from the NYS Education Department. These funds are to be utilized for the New Vision Gaming and Coding program during the 2016-2017 and 2017-2018 school years.

Yes - 5
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT METAL LATHE BID:

Mr. Shafer and the Board reviewed Auctions International bid for the Metal Lathe for the amount of \$520.00. Following discussion, Mr. Mansfield moved, seconded by Mrs. Forsell that the bid submitted to Auctions International in the total amount of \$520.00 be accepted.

Yes - 5
No - 0, motion carried

REPORT ON REGIONAL STAFF DEVELOPMENT DAY:

Mr. Shafer gave the Board information regarding the Regional Staff Development Day offerings.

ENROLLMENT TRENDS: There was discussion in connection with enrollment trends in the Franklin-Essex-Hamilton Sole Supervisory District.

NFEC/AEC HONOR ROLL: The board was given lists of students on the honor roll for NFEC and AEC

UPDATE ON ACTIVITIES OF THE FEH HEALTH INSURANCE CONSORTIUM: Mr. Shafer updated the Board on activities of the FEH Health Insurance Consortium.

COMPONENT DISTRICT ADVISORY COMMITTEE MEETING SUMMARY: Mr. Shafer reported on the Component District Advisory Committee (CDAC) meetings. Mr. O'Bryan also mentioned that the meetings were a great opportunity to discuss a broad range of topics and critical issues.

CAPITAL PROJECT UPDATE: Mr. Asse and Mr. Shafer updated the Board on the Capital Project.

BOARD COMMENTS: Mrs. Forsell reported on the NYSSBA convention.

ADJOURNMENT: Mrs. Forsell moved, seconded by Mr. Mansfield that the meeting be adjourned.

Yes - 5
No - 0, motion carried

Meeting adjourned at 11:00 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk