

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

**DATE:** December 15, 2016

**LOCATION:** Adirondack Educational Center, Saranac Lake, New York/  
North Franklin Educational Center, Malone, New York  
(Videoconference)

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Thomas O’Bryan, George S. Cook, Donna J. Kissane, Emily Lauzon, Richard M. Preston, John G. Swanston

**MEMBERS ABSENT:** Elizabeth R. Forsell, Daniel S. 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:** Esther Debyah, Barbara Hart and guest, Mary Dickerson, Karie Doelger, Rachel Risetto

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:01 P.M. by President Egan followed by the Pledge of Allegiance.

**RECOGNITION OF BARBARA HART, NFEC TEACHER OF THE YEAR NOMINEE:** Mr. Shafer and the Board of Education recognized Barbara Hart, English Teacher for her nomination for Malone Rotary Teacher of the Year.

**BIANNUAL PRESENTATION FROM CLAIMS AUDITOR:** The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor. Following discussion, Mr. O’Bryan moved, seconded by Mrs. Lauzon that the Biannual Presentation and Claims Audit Report for the period of September 14 – December 7, 2016 submitted by Esther Debyah, Claims Auditor and dated 12/7/16, be accepted.

Yes - 7  
No - 0, motion carried

**PRESENTATION ON THE SCHOOL LIBRARY SYSTEM BY KARIE DOELGER:**

Karie Doelger, School Library System Director gave the Board a presentation on the School Library System.

**APPROVAL OF MINUTES:**

President Egan asked for a motion concerning the minutes of the previous meeting. Mr. O'Bryan moved, seconded by Mr. Preston that the minutes of the regular meeting of November 16, 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 November. 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 November be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF AMENDMENT TO THE 2016-17 BOCES BUDGET:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Swanston that the 2016-17 BOCES budget be increased in the amount of \$1,500,000.00 in order to provide appropriations for expenditures based on the services provided to component school districts.

Yes - 7

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 September 22, 2016 through December 1, 2016. Mr. O'Bryan moved, seconded by Mr. Preston to accept the report as annexed to these minutes.

Yes - 7

No - 0, motion carried

**ACCEPTANCE OF EXTRA CLASSROOM AUDIT:**

The Board received a report on the findings of the Extra-Classroom Audit. Mr. O'Bryan moved, seconded by Mrs. Lauzon that the report be accepted.

Yes - 7

No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. O’Bryan moved, seconded by Mrs. Lauzon that the Board enter into an executive session to discuss negotiations positions for bargaining with the Teachers’ Association, potential revisions to the salary and benefits for confidential employees and discussion of the employment status of specific individuals.

Yes - 7  
No - 0, motion carried

The Board entered into an executive session at 8:01 P.M.

Mr. Swanston moved, seconded by Mr. O’Bryan that the Board leave the executive session.

Mrs. Lauzon left the room at 9:39.

Yes - 6  
No - 0, motion carried

The Board left executive session at 9:40 P.M.

**CREATION OF POSITION:**

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

Teaching Assistant 50%

Yes - 6  
No - 0, motion carried

**RESIGNATION:**

Mr. O’Bryan moved, seconded by Mr. Preston that the following resignation be accepted:

Mandy Jarvis – Senior Clerk

Yes - 6  
No - 0, motion carried

Mrs. Lauzon re-entered the room at 9:41 P.M.

**APPOINTMENTS:**

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

Chantal D. Munoz, be appointed as a CLERK commencing on 12/27/16, salary to be at Grade 5, Step 5 of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 7  
No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. O'Bryan that:

Rachel K. Lawrence, 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 11/18/16 and anticipated to end on 11/17/20.

Yes - 7

No - 0, motion carried

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

Sherry A. Campbell, 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 12/08/16 and anticipated to end on 12/07/20.

Yes - 7

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mrs. Lauzon moved, seconded by Mr. Preston that the following individual be appointed pursuant to a Feinerman's Agreement:

Joshua Weise, be appointed as a Teaching Assistant 50% (pursuant to a Feinerman's Agreement), commencing on 12/16/16, salary to be at Grade 12, Step 1 (Pursuant to a Feinerman's Agreement) of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 7

No - 0, motion carried

**COMPENSATION  
AGREEMENT FOR  
PATRICK J. CALNON:  
PLAN COORDINATOR  
(PART-TIME):**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. O'Bryan that the Compensation Agreement for Patrick J. Calnon, Plan Coordinator (part-time) be approved.

Yes - 7

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

CDOS Liaisons for 2016-17 and 2017-18 receiving a total of \$5,500 (To be paid in two separate bi-annual payments of \$2,750):

Kami Farr, Long Lake CSD

Colleen Olson, Saranac Lake CSD

Sarah Allen, Lake Placid CSD

Matt Southwick, Tupper Lake CSD

Allen Gravel, Salmon River CSD  
Darby Dupree, Malone CSD  
Vicky Gardner, Chateaugay CSD  
Jennifer Lynch, Brushton-Moira CSD  
Marcy Bright, St. Regis Falls CSD

Substitute

Joshua Weise (Clerical)

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:

Building Trades Instructor (Currently located at NFEC 09/01/17)  
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. Lauzon 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

**RECOMMENDATION TO  
USE "HOLDOVER  
APPROACH" TO FILL  
BOARD VACANCY FROM  
APRIL 26, 2017 THROUGH  
JUNE 30, 2017:**

Upon the recommendation of Mr. Shafer after conferring with counsel, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the board authorize the filling of the impending vacancy on the board for the period of April 26, 2017 – June 30, 2017 by "holding over" Mr. Mansfield in the seat.

Yes - 7

No - 0, motion carried

**APPROVAL OF 3012-D APPR  
AGREEMENT WITH THE  
FEH ADMINISTRATORS'  
ASSOCIATION:**

Mrs. Lauzon moved, seconded by Mr. O'Bryan that the 3012-d APPR Agreement with the FEH Administrators' Association be approved.

Yes - 7

No - 0, motion carried

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

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

Revised Agreement with Elderwood of Uihlein at Lake Placid  
Agreement with the CDOS Grant Project in connection with Technical Support Services  
Agreement with Pitney Bowes in connection with the Digital Mailing System

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT VEHICLE  
DONATION FROM  
PATRICK MAGUIRE:**

Mr. Swanston moved, seconded by Mrs. Kissane that a donation from Patrick Maguire of a 2004 Nissan Xtr with an estimated value of \$1,900.00 be accepted to be using in connection with the Auto Technology Program.

Yes - 7  
No - 0, motion carried

**APPROVAL OF CAPITAL  
PROJECT TIMELINE  
INCLUDING DATE FOR  
PUBLIC REFERENDUM:**

Mrs. Lauzon moved, seconded by Mr. O'Bryan that the capital project timeline including date for public referendum be approved.

Yes - 7  
No - 0, motion carried

**CONSIDERATION AND  
AUTHORIZATION TO  
ACCEPT BOCES  
EQUIPMENT BIDS:**

Mr. Shafer and the Board reviewed Auctions International bid for the 30 Apple I-Pods for the amount of \$310.00. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Lauzon that the bid submitted to Auctions International in the total amount of \$310.00 be accepted.

Yes - 7  
No - 0, motion carried

Mr. Shafer and the Board reviewed Auctions International bid for the Ryobi Scroll Saw, Delta Scroll Saw, Scroll Saw, Delta Saw Buck, Miller Welder, Rockwell Planer and a Delta Planer for the amount of \$195.00. Following discussion, Mrs. Lauzon moved, seconded by Mr. O'Bryan that the bid submitted to Auctions International in the total amount of \$195.00 be accepted.

Yes - 7  
No - 0, motion carried

Mr. Shafer and the Board reviewed Auctions International bid for the Security Equipment for the amount of \$900.00. Following discussion, Mr. O'Bryan moved, seconded by Mr. Swanston that the bid submitted to Auctions International in the total amount of \$900.00 be accepted.

Yes - 7  
No - 0, motion carried

Mr. Shafer and the Board reviewed Auctions International bid for the 10" Delta Unisaw and a Delta Chopsaw for the amount of \$31.00. Following discussion, Mrs. Lauzon moved, seconded by Mrs. Kissane that the bid submitted to Auctions International in the total amount of \$31.00 be accepted.

Yes - 7  
No - 0, motion carried

**APPROVAL OF REVISED  
PURCHASING POLICY:**

Mrs. Lauzon moved, seconded by Mr. Preston that the revised Purchasing Policy be approved as annexed to these minutes.

Yes - 7  
No - 0, motion carried

**CAPITAL FUND PLANNING:** Mr. Shafer discussed plans for the Capital Fund.

**NORTHERN BORDERS ACADEMY 1<sup>ST</sup> QUARTER HONOR ROLL:** The Board received a list of students on the 1<sup>st</sup> Quarter Honor Roll for Northern Borders Academy. There was also discussion regarding possible location change for the program for next year.

**REC PARK PUBLIC WIFI PROJECT:** Mr. Shafer discussed a possible project to have access for Public Wifi at the Malone Rec Park.

**BUDGET DEVELOPMENT:** Mr. Shafer discussed Budget Development with the Board.

**OPEN HOUSE DATES FALL 2017:** The Open House dates at AEC, 9/21/17 and NFEC, 10/18/17 were discussed.

**OTHER BUSINESS:** The Board meetings in January, February and March will be held via videoconference between NFEC and AEC.

**CALENDAR OF BOARD MEETING PRESENTATIONS/AGENDA ITEMS:** Mr. Shafer shared a Calendar of Board Meeting Presentations/Agenda Items with the Board.

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

Yes - 7  
 No - 0, motion carried

Meeting adjourned at 10:30 P.M.

These minutes approved \_\_\_\_\_

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 Lisa M. Mastry, Clerk