

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

DATE: January 19, 2017

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 (entered at 7:02 PM),
Elizabeth R. Forsell, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: Donna J. Kissane, Emily Lauzon, 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: Rick Swanston

**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.

Dr. Cook entered the meeting at 7:02 PM.

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 December 15, 2016 be approved.

Yes - 6
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
December. Following discussion, Mrs. Forsell 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 December be approved.

Yes - 6
No - 0, motion carried

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

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

PRESENTATION:

Rick Swanston gave a presentation to the Board on Adult Education.

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Mrs. Forsell that the Board enter into an executive session to discuss negotiations positions for bargaining with the Teachers' Association.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 7:41 P.M.

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

Yes - 6

No - 0, motion carried

The Board left executive session at 8:02 P.M.

RESIGNATIONS:

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

Rodney Asse – Director of Management & Finance (Effective 01/27/17)

Joy Gonyea – Health Occupations Teacher (Effective 12/19/16)

Mary E. McKane – Food Service Manager (Due to Retirement - Effective 06/26/17)

Yes - 6

No - 0, motion carried

**CHANGE IN POSITION
STATUS:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mrs. Forsell that the position status be changed as follows:

Aimee Frock-Brockway – Teacher Aide 60% to 100% (Effective 01/17/17)

Yes - 6

No - 0, motion carried

APPOINTMENT:

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

Kaitlin Bailey, who holds an Initial Certificate in Speech and Language Disabilities, is hereby appointed to the position of Speech & Hearing Handicapped tenure area for a probationary period commencing on 04/01/2016 and anticipated to end on 03/31/2020.

Yes - 6

No - 0, motion carried

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

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

Jill Morgan, be appointed as a Health Occupations Teacher, commencing on 01/03/17, salary to be at Step 1 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, Mr. O'Bryan moved, seconded by Mr. Swanston that the following individuals be appointed as Part-time and Occasional Employees:

Substitute

Douglass Scoville-Upham (Teacher)

Adult Education Instructors (CNA Program) - \$40 Per Hour:

Michelle Denny - Primary and Clinical Instructor up to 230 hours
February 1-March 24, 2017.

Kim Premo - Second Clinical Instructor up to 20 hours February 1-March
24, 2017.

Patricia Ventiquattro - Coordinator and Primary Instructor and CPR
Instructor up to 10 hours

February 1- February 3, 2017

Donna Bombard - CPR Instructor up to 10 hours February 1- February 3,
2017

Adult Education Instructors

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

Helen Gibbens, Your Personal Wellness Instructor – 8 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

William Hungerford, Rustic Slab Bench & "Let's Make A Canoe Paddle"
Building Instructor – 15 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
Winnie McQuinn, Introduction to Quigong Instructor – 10 hours at \$30/hour
David Russell, Welding I Instructor – 27 hours at \$30/hour
Jennifer Sienkiewicz, Child Abuse, Neglect and Maltreatment Certification Instructor – 5 hours at \$40/hour
Karen Swanston, Intro to French Instructor – 20 hours at \$30/hour
Tim Wood, Introduction to Wedding Flowers Instructor – Malone - 15 hours at \$30/hour Saranac Lake – 15 hours at \$30/hour

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) – Revision for St. Regis Falls CSD Only

Bobbi-Jo Wood will be replacing Marcy Bright, St. Regis Falls CSD

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:

Building Trades Instructor (Currently located at NFEC – Effective 09/01/17)
Food Service Manager (Currently located NFCA - Effective 09/01/17)
Director of Management & Finance (Currently located at CAO - Effective 01/30/17)
Interpreter (Currently located Salmon River Central School – Effective Immediately)
Management System Specialist (Currently located at CAO - Anticipated 07/01/17)
Typist (Currently located NFEC – Effective 01/27/17)

Mr. O'Bryan moved, seconded by Mr. Preston that Mr. Shafer be authorized to fill all vacancies.

Yes - 6

No - 0, motion carried

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

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

Agreement with BCA Architects and Engineers

Yes - 6

No - 0, motion carried

AUTHORIZATION TO APPOINT STEPHEN SHAFER AS RECORDS MANAGEMENT OFFICER FOR THE REMAINDER OF THE SCHOOL YEAR COMMENCING 1/28/17:

Mr. O'Bryan moved, seconded by Mr. Swanston that Stephen Shafer be appointed as Records Management Officer for the remainder of the school year commencing January 28, 2017.

Yes - 6
No - 0, motion carried

APPROVAL OF REVISED BOARD MEMBER COMMITTEES:

Mr. O'Bryan moved, seconded by Mrs. Forsell that the revised board member committees be approved as annexed to these minutes.

Yes - 6
No - 0, motion carried

APPROVAL OF OPIOID POLICY:

Mr. O'Bryan moved, seconded by Mrs. Forsell that the Opioid Policy be approved as annexed to these minutes.

Yes - 6
No - 0, motion carried

APPROVAL OF REVISED PURCHASING POLICY:

Mr. O'Bryan moved, seconded by Mr. Preston that the revised Purchasing Policy be approved as annexed to these minutes.

Yes - 6
No - 0, motion carried

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SERVICES:

Mr. O'Bryan moved, seconded by Dr. Cook to issue request for proposals for Construction Management Services.

Yes - 6
No - 0, motion carried

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR INSURANCE SERVICES:

Mrs. Forsell moved, seconded by Mr. O'Bryan to issue request for proposals for Insurance Services.

Yes - 6
No - 0, motion carried

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR EXTERNAL AUDITOR:

Mr. O'Bryan moved, seconded by Mr. Swanston to issue request for proposals for External Auditor.

Yes - 6
No - 0, motion carried

**AUTHORIZATION TO
ISSUE REQUEST FOR
PROPOSALS FOR
INTERNAL AUDITOR:**

Mr. O'Bryan moved, seconded by Mrs. Forsell to issue request for proposals for Internal Auditor.

Yes - 6
No - 0, motion carried

**BOCES LEGISLATIVE
ADVOCACY:**

Mr. Shafer discussed BOCES Legislative Advocacy taking place on March 1, 2017.

**CAPITAL PROJECT
UPDATE:**

Mr. Asse and Mr. Shafer gave the board an update on the BOCES Capital Project. They are attending board meetings at each of the component school districts to present information regarding the BOCES Capital Project. They have been receiving positive feedback as well as concerns from the districts that are being addressed.

**STATE BUDGET
DEVELOPMENT:**

Mr. Shafer discussed the State Budget Development Status with the Board and advised the board that links can be found on the BOCES Website.

**CALENDAR OF BOARD
MEETING
PRESENTATIONS/AGENDA
ITEMS:**

Mr. Shafer shared an updated Calendar of Board Meeting Presentations/Agenda Items with the Board.

ADJOURNMENT:

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

Yes - 6
No - 0, motion carried

Meeting adjourned at 8:49 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk