

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

- DATE:** February 16, 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, Elizabeth R. Forsell,  
Donna J. Kissane, Emily Lauzon, John G. Swanston
- MEMBERS ABSENT:** Richard M. Preston
- OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Lisa M. Mastry, Clerk  
Cheryl A. Felt, Deputy Superintendent (Excused)
- VISITORS:** Jamie O’Dell
- 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.
- ACKNOWLEDGEMENT OF  
RESIGNATION OF DANIEL  
MANSFIELD FROM THE  
BOARD OF COOPERATIVE  
EDUCATIONAL SERVICES:** The Board acknowledged the resignation of Daniel Mansfield from the Board  
of Cooperative Educational Services.
- APPOINTMENT OF  
DONALD WHITMORE TO  
FILL THE VACANCY ON  
THE BOARD OF  
COOPERATIVE  
EDUCATIONAL SERVICES:** Mrs. Forsell moved, seconded by Mrs. Kissane to appoint Donald Whitmore  
to fill the vacancy on the Board of Cooperative Educational Services.  
  
Yes - 7  
No - 0, motion carried
- APPROVAL OF MINUTES:** President Egan asked for a motion concerning the minutes of the previous  
meeting. Mr. O’Bryan moved, seconded by Mr. Swanston that the minutes of  
the regular meeting of January 19, 2017 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 January. Following discussion, Mr. O'Bryan moved, seconded by Mrs. Forsell that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of January be approved.

Yes - 7  
No - 0, motion carried

**ACCEPTANCE OF EXTRA-  
CLASSROOM AUDIT:**

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

Yes - 7  
No - 0, motion carried

**EXECUTIVE SESSION:**

Mrs. Lauzon moved, seconded by Mrs. Kissane that the Board enter into an executive session to discuss the status of negotiations with the Teachers' bargaining unit.

Yes - 7  
No - 0, motion carried

The Board entered into an executive session at 7:16 P.M.

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

Yes - 7  
No - 0, motion carried

The Board left executive session at 7:19 P.M.

**RESIGNATIONS:**

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

Charles LaBrake, Jr. – Operations & Maintenance Coordinator (Due to Retirement – Effective 08/31/17)  
Tracy Strack – Account Clerk (Effective 02/24/17)  
Wayne Gutenmann – Technology Teacher (Due to Retirement- Effective 06/30/17)

Yes - 7  
No - 0, motion carried

**APPOINTMENT:**

Upon the recommendation of Mr. Shafer, Mrs. Kissane moved, seconded by Mr. O'Bryan 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 04/01/17 and anticipated to end on 03/31/21.

Yes - 7

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:

Michelle Pearlman – Music Teacher 40% to 53% (Effective 01/09/17)

David Snyder – Teaching Assistant 100% TO Teaching Assistant 87%/Physical Education Teacher 13% (Effective 01/09/17)

Yes - 7

No - 0, motion carried

**PART-TIME & OCCASIONAL EMPLOYEES:**

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

Substitutes

Mandy Atkinson (Teacher/Teaching Assistant/Teacher Aide)

Kelly Lamay (Teacher/Teaching Assistant/Clerical)

Kathy Lamica (Teacher/Teaching Assistant/Aid/Monitor/Clerical)

Jessica Shafer (Teacher/Teaching Assistant)

Extra Program Employment

Susan Johnston – Occupational Therapist (Up to 140 hours for the period of December 2016-June 2017)

Susan Leach - Bus Duty - \$14.34 Per Hour (Up to 26 hours from 2/1/17 through 2/24/17)

Steven Mulverhill - Bus Duty - \$14.34 Per Hour (Up to 75 hours from 2/1/17 through 6/30/17)

Interim Director of Management & Finance - \$400 Per Day

Ernie Witkowski (2/17/17 through 09/30/17)

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:

- Account Clerk (Currently located Saranac/Peru – Effective 02/27/17)
- 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)
- Operations & Maintenance Coordinator (Currently located BOCES-Wide – Effective 09/01/17)
- Technology Teacher (Currently located at St. Regis Falls/NFEC – Effective 07/01/17)
- Typist (Currently located NFEC – Effective 01/27/17)

Mr. Swanston moved, seconded by Mrs. Forsell that Mr. Shafer be authorized to fill all vacancies.

Yes - 7  
No - 0, motion carried

**CONSIDERATION OF TENTATIVE 2017-18 BOCES ADMINISTRATIVE BUDGET:**

Mr. Shafer reviewed the tentative 2017-2018 BOCES Administrative Budget with the Board. Mr. O’Bryan moved, seconded by Mrs. Kissane that the tentative BOCES Administrative Budget for the 2017-2018 school year in the amount of \$2,227,550 be approved for presentation to the component school districts.

Yes - 7  
No - 0, motion carried

**APPROVAL OF WORK SITES:**

Mrs. Lauzon moved, seconded by Mr. O’Bryan that the attached work sites be approved.

Yes - 7  
No - 0, motion carried

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

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

- Agreement with Franklin County DSS in connection with the School Links Coordinator
- Agreement with RED Group, LLC in connection with evaluations services for CDOS Grant
- Addendum with CVES in connection with the SNAP E& T Agreement
- Agreement with Akwesasne Boys and Girls Club in connection with Adult Education Programs

Yes – 6  
Abstain – 1 (Mrs. Kissane)  
No - 0, motion carried

**BOCES ADVOCACY DAY –  
MARCH 1, 2017:**

There was discussion regarding BOCES Advocacy Day to be held on March 1, 2017.

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

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

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

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED  
WELLNESS POLICY:**

Mrs. Forsell moved, seconded by Mrs. Lauzon that the revised Wellness Policy be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT VEHICLE  
DONATION FROM DENNIS  
EGAN:**

Mrs. Kissane moved, seconded by Mrs. Forsell that a donation from Dennis Egan of a 2005 Toyota Prius with an estimated value of \$3,322.00 be accepted to be using in connection with the Auto Technology Program.

Yes – 6

Abstain – 1 (Mr. Egan)

No - 0, motion carried

**NFEC/AEC/NBA HONOR  
ROLL:**

The Board received a list of students on the 2nd Quarter Honor Roll for NFEC, AEC and Northern Borders Academy.

**ESSA REGIONAL FORUMS:**

Mr. Shafer discussed the upcoming ESSA Regional Forums to be held as follows:

NFEC, March 9, 2017, 6:30-8:00 PM

AEC, March 15, 2017, 6:30-8:00 PM

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

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

**BOARD COMMENTS:**

There was discussion regarding the P-Tech Program.

Dr. Cook informed the Board that he will be resigning from the Board of Cooperative Educational Services.

**ADJOURNMENT:**

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 8:05 P.M.

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

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Lisa M. Mastry, Clerk