

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

**DATE:** May 18, 2017

**LOCATION:** Adirondack Educational Center, Saranac Lake, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Thomas O’Bryan, Richard M. Preston, Richard Retrosi, Donald A. Whitmore, III

**MEMBERS ABSENT:** Jason C. Brockway, Elizabeth R. Forsell, Donna J. Kissane, John G. Swanston

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Lisa M. Mastry, Clerk  
Cheryl A. Felt, Deputy Superintendent  
Ernest Witkowski, Interim Director of Management and Finance (Excused)  
Jamie O’Dell (via videoconference)

**VISITORS:** None

**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.

**APPROVAL OF MINUTES:** President Egan asked for a motion concerning the minutes of the previous meeting. Mr. Retrosi moved, seconded by Mr. O’Bryan that the minutes of the regular meeting of April 27, 2017 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 April. Following discussion, Mr. Preston 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 April be approved.

Yes - 5  
No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. O’Bryan moved, seconded by Mr. Whitmore that the Board enter into an executive session for the purpose of discussing ongoing negotiations with the Teachers’ bargaining unit, discussing Employment Agreements with the Deputy Superintendent and Business Managers, conducting the Evaluation of the District Superintendent and discussion of an extension and amendment to the Employment Agreement with the District Superintendent.

Yes - 5  
No - 0, motion carried

The Board entered into an executive session at 7:08 P.M.

Mr. Retrosi moved, seconded by Mr. Whitmore that the Board leave the executive session.

Yes - 5  
No - 0, motion carried

The Board left executive session at 8:17 P.M.

**ABOLISHMENT OF POSITIONS:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. Whitmore that the following positions be abolished:

- Teacher Aide (2 Positions) (Both effective at the conclusion of the 2016-17 school year)
- Technology Teacher (Currently located at St. Regis Falls/NFEC – Effective 07/01/17)

Yes - 5  
No - 0, motion carried

**CREATION OF POSITIONS:**

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. O’Bryan that the following positions be created:

- Senior Account Clerk (Currently located NFCA – Effective 07/01/17)
- Teaching Assistant (Currently located at NFEC – 09/01/17)

Yes - 5  
No - 0, motion carried

**RECOMMENDATION FOR TERMINATION OF EMPLOYMENT:**

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mr. Retrosi that the following position be terminated:

- Natalie Richards – Teacher Aide (Effective 05/29/17)

Yes - 5  
No - 0, motion carried

**RESIGNATIONS:**

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

James Benware – Licensed Practical Nurse (Effective 05/17/17)

John Carr – Driver Education Teacher (Effective 06/30/17)

Yes - 5

No - 0, motion carried

**APPOINTMENTS:**

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. Retrosi that:

Adam F. Barse, who holds a Transitional A certificate in Computer Technology 7-12, is hereby appointed to the position of Game & Coding Teacher at Step 2 in the Technical Subjects (Computer Technology) tenure area for a probationary period commencing on 03/10/17 and anticipated to end on 03/09/21.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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, he will not be eligible for tenure at that time.

Yes - 5

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mr. Retrosi moved, seconded by Mr. Whitmore that:

Alison Parent, who holds a License as a Behavior Analyst, is hereby appointed to the position of Behavior Intervention Specialist commencing on 09/01/17, salary to be at Step 1 of the Instructional Salary Schedule for the school year 2017-18. (*Provisional Appointment Pending Final Approval from the Dept. of Civil Service*).

Yes - 5

No - 0, motion carried

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

Erin Cook, who holds a provisional certificate as a School Counselor, is hereby appointed to the position of School Counselor at Step 3 in the School Counseling and Guidance tenure area for a probationary period commencing on 09/01/17 and anticipated to end on 08/31/21.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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, Mr. Whitmore moved, seconded by Mr. O'Bryan that:

Caryn Legault, who holds an Initial Reissuance certificate in Mathematics 7-12, is hereby appointed to the position of Mathematics Teacher at Step 3 in the Mathematics tenure area for a probationary period commencing on 09/01/17 and anticipated to end on 08/31/21.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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, Mr. O'Bryan moved, seconded by Mr. Whitmore that:

Timothy Richards, who holds a Driver Education certificate, is hereby appointed to the position of Driver Education Teacher at Step 7 in the Driver Education tenure area for a probationary period commencing on 09/01/17 and anticipated to end on 08/31/20.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher 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, he will not be eligible for tenure at that time.

Yes - 5

No - 0, motion carried

**REINSTATEMENT OF POSITION:**

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. Retrosi that the position status be reinstated as follows:

Thomas M. Marshall – Teaching Assistant (Effective 09/01/17)

Yes - 5

No - 0, motion carried

**LEAVE OF ABSENCE:**

Mr. O'Bryan moved, seconded by Mr. Preston that the leave of absence requested by Robin Douglass, English Teacher (09/01/17 – 06/30/18) be approved.

Yes - 5

No - 0, motion carried

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

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

Working Towards Certification:

Eric Ashlaw, be appointed as a Building Trades Teacher, commencing on 09/01/17 and terminating on 06/30/18, salary to be at Step 1 of the Instructional Salary Schedule for the school year 2017-18.

Clarence Brockway III, be appointed as a Building Trades Teacher, commencing on 09/01/17 and terminating on 06/30/18, salary to be at Step 4 of the Instructional Salary Schedule for the school year 2017-18.

Heather Gonia, be appointed as a School Counselor 80%/Teaching Assistant 20%, commencing on 09/01/17 and terminating on 06/30/18, salary to be at Step 2 of the Instructional Salary Schedule for the school year 2017-18.

Deona Warner, be appointed as a Special Education Teacher, commencing on 09/01/17 and terminating on 06/30/18, salary to be at Step 2 of the Instructional Salary Schedule for the school year 2017-18.

Certified But Less Than Full-Time:

Michelle Pearlman, be appointed as a Music Teacher 70%, commencing on 09/01/17 and terminating on 06/30/18, salary to be at Step 3 of the Instructional Salary Schedule for the school year 2017-18.

Joshua Weise, be appointed as a Teaching Assistant 50%, commencing on 09/01/17 and terminating on 06/30/18, salary to be at \$22,774 @ 50% = \$11,387 (Base 10-Month Salary) for the school year 2017-18.

Certified Filling An Encumbered Position:

Laice Redman, be appointed as an English Teacher, commencing on 09/01/17 and terminating on 06/30/18, salary to be at Step 2 of the Instructional Salary Schedule for the school year 2017-18.

Yes - 5

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Retrosi that the following individuals be appointed as Part-time and Occasional Employees:

Substitutes

Yvonne Hozley (Summer School Teacher/Teaching Assistant/Aide)  
Patricia Hooker (Add Teacher Aide)

School Bus Driver Training Instructors – 2017-18 School Year (See Attached)

Leonard Barker/Dominic Barse/Darrin Jock/Norman Treptow/

Part-time School Psychologist

Tara Wright (Additional 20 Hours through 06/30/17)

Part-time Cook Manager

Scott Spillane (Additional 16 Days through 06/23/17)

Extra Program Employment (Adult Education Teacher)

Crista Herrmann, Adult Ed. Teacher, Not to exceed 35 hours, June 26-30, 2017

Marian Stone, Part-Time Adult Ed. Teacher, Not to exceed 25 additional hours, June 26-30, 2017

Joseph Campbell, Adult Ed. Teacher, Not to exceed 20 additional hours, June 26-30, 2017

Extra Program Employment (Account Clerk)

Leslie Cook, Account Clerk, Not to exceed 60 hours, May 19-June 30, 2017

Adult Education Instructor (CNA Program) - \$40.00 Per Hour

Mickey Denny, Adult Ed CNA Instruction, 230 hours, June 15-August 11, 2017

Patricia Ventiquattro, Adult Ed CNA Instruction, 20 hours, June 15-August 11, 2017

Tracy Scott, Adult Ed CNA Instruction, 10 hours, June 15-August 11, 2017

Donna Bombard, Adult Ed CNA Instruction, 10 hours, June 15-August 11, 2017

Yes - 5

No - 0, motion carried

**REGIONAL SUMMER  
SCHOOL STAFFING  
(NORTH END):**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. Whitmore that Regional Summer School Staffing for the North End be approved as annexed to these minutes.

Yes - 5

No - 0, motion carried

**2017 SUMMER EXTRA PROGRAM EMPLOYMENT:**

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. O'Bryan that the 2017 Summer Extra Program Employment be approved as annexed to these minutes.

Yes - 5  
No - 0, motion carried

**APPOINTMENT TO TENURE:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Whitmore that the following individual be appointed to tenure in the areas and on the effective dates indicated, upon successful completion of the probationary period:

John Roe – Culinary Careers 7-12, Effective 09/01/17

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:

- Auto Technology Teacher (Currently located at AEC – Effective 09/01/17)
- Director of Facilities (Currently located BOCES Wide – Effective 09/01/17)
- Director of Management & Finance (Currently located at CAO - Effective 10/01/17)
- Interpreter – 2 Positions (Currently located Salmon River Central School)
- Licensed Practical Nurse - 2 FTE (Currently located Salmon River Central School (Effective 9/1/17)/Chateaugay Central School– Effective 05/18/17)
- Living Environmental/Biology Teacher (P-Tech Program – Effective 07/01/17)
- School Psychologist (Currently located NFCA – Effective 09/01/17)
- Senior Account Clerk (Currently located NFCA – Effective 07/01/17)
- Teaching Assistant (Currently located NFEC – Effective 09/01/17)
- Typist (Currently located NFEC – Effective 01/27/17)

Mr. Preston moved, seconded by Mr. Retrosi that Mr. Shafer be authorized to fill all vacancies.

Yes - 5  
No - 0, motion carried

**APPROVAL OF DATES AND LOCTIONS FOR APRIL MEETINGS:**

Mr. Whitmore moved, seconded by Mr. Preston that President Egan set the following dates for the 2017-18 school year pursuant to Section 1950 of the Education Law:

- BOCES Annual Meeting - Thursday, April 11, 2018, North Franklin Educational Center
- BOCES Annual Election and Vote on Administrative Budget - Tuesday, April 17, 2018
- BOCES Regular Meeting - Thursday, April 19, 2017, NFEC, Malone

Yes - 5  
No - 0, motion carried

**APPROVAL OF WORK SITES:**

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

Yes - 5  
No - 0, motion carried

**APPROVAL FOR UPCOMING MEETINGS:**

Mr. O’Bryan moved, seconded by Mr. Preston that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

Area 6 Dinner Meeting, Golf Club, Malone – July 19, 2017

NYSSBA’s Annual Convention and Education Expo in Lake Placid, October 12-14, 2017

New School Board Member Academy – Essentials of School Board Governance and Fiscal Oversight Fundamentals – November 3-4, 2017, Lake Placid

Yes - 5  
No - 0, motion carried

**APPROVAL OF CUSTOMER SERVICE STANDARDS:**

Mr. O’Bryan moved, seconded by Mr. Whitmore that Customer Service Standards be approved as annexed to these minutes.

Yes - 5  
No - 0, motion carried

**AUTHORIZATION TO SEEK BIDS FOR THE NORTH FRANKLIN EDUCATIONAL CENTER BUILDING TRADES’ TINY HOUSE PROJECT:**

Mr. Shafer informed the Board regarding seeking bids on the North Franklin Education Center Building Trades’ Tiny House project for Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Whitmore moved, seconded by Mr. Retrosi that the notice to bidders be posted on Auctions International website.

Yes - 5  
No - 0, motion carried

**APPROVAL OF NORTHERN BORDERS ACADEMY HEALTH OCCUPATIONS STUDENTS OF AMERICA CLUB (HOSA):**

Mr. Preston moved, seconded by Mr. O’Bryan that the Northern Borders Academy Health Occupations Students of America Club (HOSA) be approved.

Yes - 5  
No - 0, motion carried

**APPROVAL OF AMENDMENT AND EXTENSION OF EMPLOYMENT AGREEMENT FOR THE DISTRICT SUPERINTENDENT:**

Mr. Retrosi moved, seconded by Mr. O’Bryan that the amendment and extension of employment agreement for the District Superintendent be approved.

Yes - 5  
No - 0, motion carried

**AUTHORIZATION TO FUND  
EVACUATION SITE/PUBLIC  
ACCESS WIFI EQUIPMENT  
PURCHASE - \$5,000:**

Mr. Shafer discussed the WiFi Project with the Board. Following discussion, Mr. O'Bryan moved, seconded by Mr. Preston to approve the purchase of WiFi Equipment for public access and that BOCES share will be \$5,000.

Yes - 5  
No - 0, motion carried

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

Mr. Shafer informed the Board regarding the need to bid the "Bayley Scales of Infant and Toddler Development Psychology Test Kit" for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. O'Bryan moved, seconded by Mr. Preston that the notice to bidders be advertised.

Yes - 5  
No - 0, motion carried

**APPROVAL OF REVISED  
PROFESSIONAL  
DEVELOPMENT PLAN:**

Mr. O'Bryan moved, seconded by Mr. Whitmore that the revised Professional Development Plan be approved as annexed to these minutes.

Yes - 5  
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Whitmore moved, seconded by Mr. Retrosi 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

**AUTHORIZATION TO  
ACCEPT BIDS FROM  
AUCTIONS INTERNATIONAL  
FOR BOCES VEHICLES:**

Mr. Shafer reviewed the bid results from the auction of BOCES equipment on Auctions International:

- 2004 Chevrolet Classic (Malibu) – \$810.00
- 2004 Chevrolet Suburban – \$2,425.00
- 2011 Chevrolet Express 2500 Cargo Van - \$1,675

Following discussion, Mr. Preston moved, seconded by Mr. O'Bryan that the BOCES be authorized to accept all bids.

After further discussion, Mr. O'Bryan moved, seconded by Mr. Retrosi to exclude the 2004 Chevrolet Suburban.

Mr. Preston moved, seconded by Mr. Retrosi that BOCES be authorized to accept the bids for the following:

- 2004 Chevrolet Classic (Malibu) – \$810.00
- 2011 Chevrolet Express 2500 Cargo Van - \$1,675

Yes - 5  
No - 0, motion carried

**CONSIDERATION AND  
AUTHORIZATION TO  
ACCEPT EXTERNAL AUDIT  
BID:**

Mr. Shafer and the Board reviewed the tabulations regarding the External Audit Bid in connection with the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Whitmore moved, seconded by Mr. O’Bryan that the low bid was submitted by Hoffman Eels & Gray CPAs, P.C. for the following years be accepted.

2018	\$21,000
2019	\$18,000
2020	\$18,500

Yes - 5  
No - 0, motion carried

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

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

- Agreement with NCWP in connection with North Country Region Career Pathways II
- Agreement with Gwendolyn Sturges in connection with Physical Therapy Services at the Adirondack Educational Center
- Agreement with Adirondack Health in connection with the New Vision Program

Yes - 5  
No - 0, motion carried

**APPROVAL OF FINAL  
REPORT IN CONNECTION  
WITH THE NATURAL GAS  
PIPING/BOILER  
CONVERSION PROJECT AT  
THE NORTH FRANKLIN  
EDUCATIONAL CENTER:**

Mr. Shafer presented the Final Report in connection with the Natural Gas Piping/Boiler Conversion Project at the North Franklin Educational Center. Mr. O’Bryan moved, seconded by Mr. Retrosi that the attached Request for Revision of Financial Information Form (FP-F1 Form) increasing the total cost of the project from \$84,243 to \$93,443 be approved, and that the President and/or District Superintendent be authorized to sign.

Yes - 5  
No - 0, motion carried

**VACANCY ON RURAL  
SCHOOLS ASSOCIATION  
BOARD OF DIRECTORS:**

Mr. Shafer informed the board of the vacancy on the Rural Schools Association.

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

The Board received a list of students on the 3<sup>rd</sup> Quarter Honor Roll for NFEC, AEC and Northern Borders Academy. The lists were impressive and Mr. Egan commended the students and teaching staff.

**ACADEMIC EXCELLENCE  
AWARDS BANQUET/BOCES  
AWARDS CEREMONIES:**

The Board was reminded of the following:

Academic Excellence Awards Banquet – June 11, 2017, Crowne Plaza,  
Lake Placid

AEC: CTE, June 12, 9:00 AM, NCCC Gymnasium  
New Vision – June 12, 11:00 AM, Adirondack Medical Center  
(Redfield Room)  
New Vision (Gaming & Coding), June 12  
NFEC: CTE, June 12, 9:15 AM, Franklin Academy  
New Vision (Health), June 19, 9:00 AM, Alice Hyde Medical  
Center, Conference Room  
New Vision (Government & Law), June 14, 9:00 AM,  
Centenary Methodist Church  
New Vision (Gaming & Coding), June 12, 9:15 with CTE at FA

**OTHER BUSINESS:**

Mr. Shafer informed the Board that there will be three Construction  
Management Interviews held on June 6, 2017.

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

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

**BOARD COMMENTS:**

There was discussion regarding the BOCES Capital Project.

**ADJOURNMENT:**

Mr. Whitmore moved, seconded by Mr. Retrosi that the meeting be adjourned.

Yes - 5

No - 0, motion carried

Meeting adjourned at 9:10 P.M.

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

\_\_\_\_\_  
Lisa M. Mastry, Clerk