

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

**DATE:** June 15, 2017

**LOCATION:** North Franklin Educational Center, Malone, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Thomas O’Bryan, Jason C. Brockway, Elizabeth R. Forsell, Donna J. Kissane, Richard M. Preston, Richard Retrosi, John G. Swanston, Donald A. Whitmore, III

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Lisa M. Mastry, Clerk  
Cheryl A. Felt, Deputy Superintendent  
Ernest Witkowski, Interim Director of Management and Finance

**VISITORS:** Rob Gray, Lynn Basiliere, Esther Debyah, Tina Hammill, Suzanne Rivers

**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.

**PRESENTATION - CONSTRUCTION MANAGEMENT FINALIST:** Rob Gray and Lynn Basiliere from C&S Companies gave a presentation to the Board for consideration to provide Construction Management Services for the Capital Project.

**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 Mr. Whitmore that the Biannual Presentation and Claims Audit Report for the period of March 14– June 7, 2017 submitted by Esther Debyah, Claims Auditor and dated 6/8/17, be accepted.

Yes - 9  
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 May 18, 2017 be approved.

Yes - 9

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 May. Following discussion, Mr. Swanston moved, seconded by Mr. Retrosi that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of May be approved.

Yes - 9

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 April 6, 2017 through June 1, 2017. Mr. O'Bryan moved, seconded by Mr. Swanston to accept the report as annexed to these minutes.

Yes - 9

No - 0, motion carried

**ACCEPTANCE OF EXTRA CLASSROOM AUDIT:**

The Board received a report on the findings of the Extraclassroom Audit. Mr. Preston moved, seconded by Mr. Whitmore that the report be accepted.

Yes - 9

No - 0, motion carried

**EXECUTIVE SESSION:**

Mrs. Forsell moved, seconded by Mr. Retrosi that the Board enter into an executive session for the purpose of discussing employment agreements for the Business Managers and to discuss ongoing negotiations with the Teachers' Bargaining Unit as well as the employment status of two particular individuals.

Yes - 9

No - 0, motion carried

The Board entered into an executive session at 8:06 P.M.

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

Yes - 9

No - 0, motion carried

The Board left executive session at 8:57 P.M.

**RESIGNATION:**

Mrs. Forsell moved, seconded by Mr. Retrosi that the following resignation be accepted:

Steven Mulverhill – Teacher Aide (Due to Retirement – Effective 06/23/17)

Yes - 9

No - 0, motion carried

**RECOMMENDATION FOR TERMINATION OF EMPLOYMENT:**

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mrs. Forsell that employment be terminated for the following:

Alexii Shook – Secretary to Program Administrator (Effective 06/22/17)

Yes - 9

No - 0, motion carried

**APPOINTMENTS:**

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

Doreen LaHaie, be appointed as a Senior Account Clerk, promotional appointment, commencing on 07/01/17, salary to be at \$33,450 for the 2017-18 school year.

Lisa Clark, be appointed as a Licensed Practical Nurse, commencing on 09/01/17, salary to be at Grade 13, Step 10 of the Non-Instructional Salary Schedule for the 2017-18 school year.

Yes - 9

No - 0, motion carried

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

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

**Working Towards Certification:**

Aimee Frock-Brockway, be appointed as a Teaching Assistant, commencing on 09/01/17, salary to be at Step 1 of the Non-Instructional Salary Schedule for the 2017-18 school year.

Jill Morgan, be appointed as a Health Occupations Teacher, commencing on 09/01/17, salary to be at Step 5 of the Instructional Salary Schedule for the 2017-18 school year.

Yes – 8

Abstain – 1, Mr. Brockway

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

Substitutes

Melissa Dame (Teacher/Teaching Assistant/Aide/Clerical)  
Caitlyn LaPage (Teacher/Teaching Assistant/Aide/Monitor/Cleaner)  
Steven Mulverhill (Teaching Assistant/Aide/Monitor)  
Hattie Taylor (Teaching Assistant/Aide)  
Mona Perry (Cleaner/Clerical)  
Jack Legault (Motor Vehicle Operator)

Extra Program Employment

Sue Leach, LPN, 25 hours, 5/30/17-6/23/17

Deona Warner, Special Ed. Teacher, 3 days, 7/1/17-8/31/17

Tracy Edwards, Alt. Ed. Teacher, 3 days, 7/1/17-8/31/17

Robin Douglass, CDOS Coordinator, 30 days, 7/1/17-8/31/17

June Parmeter, 6/6/17-6/30/17 (10 additional days to complete CTE Reapproval process through Perkins Grant)

Kaitlyn Bailey – Speech & Hearing Handicapped Teacher (Up to 30 hours from 5/1/17 – 6/30/17)

Susan Johnston – Occupational Therapist (Up to 10 hours from 7/10/17 – 8/18/17)

ACCESS-VR/OPWDD PROGRAMS:

Extra Summer Hours:

Loretta Charland, Job Coach, Up to 150 hours, 7/1/17-8/31/17

Linda Rule, Employment Training Assistant, Up to 60 hours, 7/1/17-8/31/17

Sue Traynor, Job Coach, Up to 120 hours, 7/1/17-8/31/17

2017-2018 Hours:

Loretta Charland, Job Coach, Up to 1500 hours, 9/1/17-6/30/18

Linda Rule, Employment Training Assistant, Up to 600 hours, 9/1/17-6/30/18

Sue Traynor, Job Coach, Up to 400 hours, 9/1/17-6/30/18

Yes - 9

No - 0, motion carried

**2017 SUMMER EXTRA  
PROGRAM  
EMPLOYMENT:**

Mr. Preston moved, seconded by Mrs. Kissane that the 2017 Summer Extra Program Employment be approved as annexed to these minutes.

Yes - 9

No - 0, motion carried

**2017 EXTENDED SUMMER  
SCHOOL YEAR STAFFING:**

Mr. O'Bryan moved, seconded by Mr. Preston that the 2017 Extended School Year Staffing be approved as annexed to these minutes.

Yes - 9

No - 0, motion carried

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

Mr. O'Bryan moved, seconded by Mr. Swanston that the Regional Summer School Staffing for the North End be approved as annexed to these minutes.

Yes - 9

No - 0, motion carried

**LEAVES OF ABSENCE:**

Mr. O'Bryan moved, seconded by Mr. Whitmore that the leaves of absence requested by the following be approved:

Rachel Lawrence, Teaching Assistant (05/24/17 – 06/23/17)

Laice Redman, Teaching Assistant (09/01/17 – 06/30/18)

Alisha Wheeler, Librarian/Media Specialist (06/06/17 – 06/23/17)

Yes - 9

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 - .8 FTE (Currently located Salmon River Central School (Effective 9/1/17)

Living Environmental/Biology Teacher (P-Tech Program – Effective 07/01/17)

School Psychologist (Currently located NFCA – Effective 09/01/17)

Secretary to Program Administrator (Currently located P-Tech Program – Effective 07/01/17)

Teacher Aide (Currently located at Chateaugay CSD – Effective 09/01/17)

Typist (Currently located NFEC – Effective 01/27/17)

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

Yes - 9

No - 0, motion carried

**AUTHORIZATION FOR  
TREASURER TO MAKE  
DEPOSITS INTO THE  
FOLLOWING  
ESTABLISHED RESERVES:**

Based on the recommendation of the District Superintendent and following review of the Analysis of Reserve Funds, Mr. O'Bryan moved, seconded by Mr. Preston that the Treasurer be authorized to make deposits into the established reserve funds as follows:

Employee Benefit Accrued Liability Reserve (in the amount of \$72,986.73)  
Career & Technology Equipment Reserve (in the amount of \$125,000.00)  
Unemployment Insurance Reserve (in the amount of \$36,493.71)  
ERS Retirement Reserve (in the amount of \$11,459.52)

Yes - 9  
No - 0, motion carried

**APPROVAL FOR 2017-18  
COMMITTEE  
MEMBERSHIPS:**

Mr. Retrosi moved, seconded by Mr. Swanston that the appointments to the following Committees on the list annexed to these minutes be approved:

Annual Professional Performance Review (APPR) Committee  
Code of Conduct Committee  
District-Wide Safety Committee  
Facilities Committee  
Professional Development Plan (PDP) Committee  
Technology Committee

Yes - 9  
No - 0, motion carried

**ACKNOWLEDGMENT OF  
CONSULTANT  
COMMITTEES:**

Mr. O'Bryan moved, seconded by Mr. Whitmore that the Consultant Committees for all Career and Technical Education Programs located at both the Adirondack Educational Center and the North Franklin Educational Center as annexed to these minutes be acknowledged for the 2017-18 school year.

Yes - 9  
No - 0, motion carried

**AUTHORIZATION FOR  
DEPUTY SUPERINTEDENT  
TO SIGN AGREEMENT  
WITH GEORGE COOK, M.D.  
FOR PHYSICIAN  
SERVICES:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the BOCES enter into an Agreement with George Cook, M.D. for Physician Services and that Authorization be given for Cheryl Felt, Deputy Superintendent to sign.

Yes - 9  
No - 0, motion carried

**APPROVAL OF REVISED  
TECHNOLOGY PLAN:**

Following review of the proposed changes, Mr. Whitmore moved, seconded by Mrs. Forsell that the Technology Plan be revised as annexed to these minutes.

Yes - 9  
No - 0, motion carried

**APPROVAL OF WORK  
SITES:**

Mr. Retrosi moved, seconded by Mr. Whitmore that the attached work sites be approved.

Yes - 9  
No - 0, motion carried

**APPOINTMENT OF  
STEPHEN SHAFER AS  
REPRESENTATIVE TO THE  
FRANKLIN COUNTY  
SHARED SERVICES PANEL:**

Mr. Retrosi moved, seconded by Mrs. Forsell that Stephen Shafer be appointed as representative to the Franklin County Shared Services Panel.

Yes - 9  
No - 0, motion carried

**APPROVAL OF REVISED  
CODE OF CONDUCT:**

Following review of the proposed changes, Mr. O'Bryan moved, seconded by Mr. Swanston that the Code of Conduct be revised as annexed to these minutes.

Yes - 9  
No - 0, motion carried

**APPROVAL OF  
EMPLOYMENT  
AGREEMENTS FOR  
BUSINESS MANAGERS:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Preston that the Employment Agreements for Business Managers be approved as annexed to these minutes.

Yes - 9  
No - 0, motion carried

**APPROVAL OF  
CONSTRUCTION  
MANAGER FOR THE  
CAPITAL PROJECT:**

Mr. Brockway moved, seconded by Mr. O'Bryan that C & S Companies of Syracuse, NY be approved as Construction Manager for the Capital Project.

Yes - 9  
No - 0, motion carried

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

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

Agreement with Village of Saranac Lake in connection with Natural Resource Science program work-based learning experiences  
Agreement with Elderwood of Uihlein at Lake Placid in connection with educational programs in Health Occupations  
Agreement with UVM/Alice Hyde Medical Center in connection with Physical Therapy services at Chateaugay CSD  
CTE Program Re-Approval Application  
Agreement with Adirondack Community Action Program in connection with North Country Workforce Development Board  
Agreement with Catholic Charities in connection with WIOA In-School Youth Program  
Agreement with Catholic Charities in connection with WIOA Out-of-School Youth Program  
Agreement with Chateaugay CSD in connection with NCWDB WIOA In-School Youth Program  
Agreement with College Board – AP Summer Institute Professional Development  
Agreement with Malone CSD for Lease of School Library System Office Space

Yes - 9  
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. O'Bryan 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 - 9  
No - 0, motion carried

**CONSIDERATION AND  
AUTHORIZATION TO  
ACCEPT TINY HOUSE BID:**

Mr. Shafer and the Board reviewed Auctions International bid for the Tiny House for the amount of \$2,000.00. Following discussion, Mr. Preston moved, seconded by Mr. Swanston that the bid submitted to Auctions International in the total amount of \$2,000.00 be accepted.

Yes - 0  
No - 9, motion failed

**CONSIDERATION OF  
AUCTIONS  
INTERNATIONAL BID  
RESULTS:**

Mr. Shafer and the Board reviewed Auctions International bid for the 2004 Chevrolet in the amount of \$2,425.00.

Following discussion, Mrs. Forsell moved, seconded by Mr. Retrosi that the bid submitted to Auctions International in the total amount of \$2,425.00 be accepted.

Yes - 9  
No - 0, motion carried

**CONSIDERATION OF  
AUCTIONS  
INTERNATIONAL BID  
RESULTS:**

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

2000 Honda Civic SI Coupe – \$330.00

Bayley Scales of Infant and Toddler Development  
Psychology Test Kit – No bid

Following discussion, Mrs. Forsell moved, seconded by Mr. O'Bryan that the BOCES be authorized to accept bid.

Yes - 9  
No - 0, motion carried

**CONSIDERATION OF  
BOCES CTE EQUIPMENT  
PURCHASE:**

Upon the recommendation of Stephen Shafer, Mr. O'Bryan moved, seconded by Mrs. Kissane that the following be purchased as follows pursuant to NYS contract with options listed on the specifications as annexed to these minutes:

Heating/Ventilat/AirCon. NFEC – Polar Pak Series  
Walk-In Freezer.....\$6,470.83

Natural Conservation at AEC – Kubota KX033-4R3.....\$43,527.22  
Health Occupations at NFEC – Nursing Kelly  
(Non-SimPad Capable) Tan..\$2,510.05

Health Occupations at NFEC – Hill-Rom CareAssist  
Bed System.....\$4,385.84

64MXXE-B - Connex VSM 6400  
Vital Signs Monitor & 4800-60  
Stand.....\$4,231.04

Yes - 9  
No - 0, motion carried

**APPROVAL OF STIPEND  
RATES FOR STAFF  
DEVELOPMENT  
ACTIVITIES:**

Following discussion, Mr. Whitmore moved, seconded by Mr. Retrosi that the stipend rates for staff development activities be approved as annexed to these minutes.

Yes - 9  
No - 0, motion carried

**AUTHORIZATION TO SEEK  
BIDS FOR THE  
ADIRONDACK  
EDUCATIONAL CENTER  
BUILDING TRADES' TINY  
HOUSE PROJECT:**

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

Yes - 9  
No - 0, motion carried

**CONSIDERATION OF  
AND AUTHORIZATION  
FOR PURCHASE OF  
2018 FORD FUSION  
OPTION A: GAS ENGINE  
OR OPTION B: HYBRID:**

Mr. Shafer reviewed the NYS Vehicle Marketplace bid results with the Board regarding the purchase of Option A or Option B.

OPTION A: NYE Ford, 2018 Ford Fusion Gas Engine in the amount of \$17,917.70

Or

OPTION B: Webster Ford, Inc., DBA Henderson Ford 2018 Ford Fusion Hybrid in the amount of \$23,491.09.

Following discussions, Mr. O'Bryan moved, seconded by Mrs. Forsell to purchase one Option A and one Option B.

Yes – 8  
No - 1 (Mr. Swanston), motion carried

**ACCEPTANCE OF  
DONATION:**

Mr. Whitmore moved, seconded by Mrs. Forsell that a donation from the Rotary Club of Malone be accepted in connection with the WiFi Project.

Yes - 9  
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 9 X 12 Shed on Auctions International for the Franklin-Essex-Hamilton BOCES at AEC.

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

Yes - 9  
No - 0, motion carried

**ORGANIZATIONAL  
MEETING - DATE, TIME  
AND LOCATION:**

Mrs. Forsell moved, seconded by Mr. O'Bryan that the organizational meeting be held on Thursday, July 20, 2017 at the Adirondack Educational Center in Saranac Lake beginning at 7:00 PM.

Yes - 9  
No - 0, motion carried

**UPDATE ON CAPITAL  
PROJECT:**

Mr. Witkowski shared a draft of the brochure in connection with the BOCES Capital Project that will be sent out to voters in the Franklin-Essex-Hamilton Supervisory Area.

**SALARY CAP  
LEGISLATION:**

Mr. Shafer gave the Board information regarding the BOCES District Superintendent Salary Cap.

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

Mr. Shafer gave the board an updated Calendar of Board Meeting Presentations/Agenda Items.

**REPORT ON AWARDS  
CEREMONIES:**

Mr. Egan and Mr. O'Bryan reported on the Awards Ceremonies.

**BOARD COMMENTS:**

Mrs. Forsell mentioned an upcoming board appreciation event at the Wild Center.

**ADJOURNMENT:**

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

Yes - 9  
No - 0, motion carried

Meeting adjourned at 10:06 P.M.

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

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