

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

DATE: July 16, 2015

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Organizational

MEMBERS PRESENT: Dennis J. Egan, Ralph H. Russell, Jules J. Comeau, Emily M. Lauzon, Thomas O’Bryan, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: George S. Cook, Stephen J. Dupree

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Michael J. Singleton, Interim Deputy Superintendent
Thomas P. Finnerty, Director of Management and Finance
Jamie O’Dell, Business Manager (Left meeting at 7:55PM)

VISITORS: None

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to order at 7:04 P.M. by President Egan followed by the Pledge of Allegiance.

OATHS OF OFFICE: Oath of office was administered to the following elected members of the Board by District Superintendent Stephen T. Shafer:
Dennis Egan
Richard Preston

CLERK OF THE BOARD: Mrs. Lauzon moved, seconded by Mr. Russell that Lisa M. Mastry be appointed Clerk of the Board for the 2015-16 school year for a salary of \$1,800.

Yes - 7
No - 0, motion carried

PRESIDENT:

Mr. Egan asked that the Clerk act as temporary Chairperson for the purpose of electing the President. Clerk Mastry called for nominations for President of the Board of Education for the 2015-16 school year. Dennis Egan was nominated by Mr. O'Bryan, seconded by Dr. Comeau.

Yes - 7

No - 0, motion carried

Mr. Swanston moved, seconded by Mr. O'Bryan that the polls be closed and the Clerk cast one ballot for Dennis Egan.

Yes - 7

No - 0, motion carried

VICE-PRESIDENT:

President Egan called for nominations for the office of Vice-President of the Board of Education for the 2015-16 school year. Ralph Russell was nominated by Dr. Comeau, seconded by Mr. O'Bryan.

Yes - 7

No - 0, motion carried

Mr. O'Bryan moved, seconded by Dr. Comeau that the polls be closed and the Clerk cast one ballot for Ralph Russell.

Yes - 7

No - 0, motion carried

APPOINTMENTS:

Mr. Russell moved, seconded by Mr. O'Bryan that:

Jamie O'Dell be appointed District Treasurer having authority to sign all BOCES checks for the 2015-16 school year;

Chelsea Glenny be appointed Deputy Treasurer for the 2015-16 school year for a salary of \$400;

Jamie O'Dell be appointed Extra-classroom Activity Fund Auditor for the 2015-16 school year;

Donald Merrick be appointed Chief Faculty Counselor at NFEC for the 2015-16 school year;

Rick Swanston be appointed Chief Faculty Counselor at AEC for the 2015-16 school year;

the resolution as attached to these minutes appointing Esther M. Debyah as Claims Auditor for the school year 2015-16 be approved;

The resolution as attached to these minutes appointing Diane J. Hellmann as Deputy Claims Auditor for the school year 2015-16 be approved;

The resolution as attached to these minutes appointing Sharon I. Earle as Purchasing Agent for the school year 2015-16 be approved;

The resolution as attached to these minutes appointing Linda Fish as Purchasing Agent for the school year 2015-16 at a salary of \$400 be approved;

Seyfarth & Seyfarth, CPA's, P.C. be appointed as the BOCES Independent Auditor for the 2014-15 school year and for consultation during the 2015-16 school year;

Hoffman, Eells & Gray, CPA's, P.C. be appointed as the BOCES Internal Auditor to perform the Internal Audit Function for the 2015-16 school year;

Michael Singleton be appointed as the Title IX Compliance Officer for the 2015-16 school year;

Michael Singleton be appointed as the Medicaid Compliance Officer for the 2015-16 school year;

Donald Merrick, be appointed as Dignity for All Students Act Coordinator for the North End for the 2015-16 school year;

Rick Swanston, be appointed as Dignity for All Students Act Coordinator for the South End for the 2015-16 school year;

Emily Lauzon be named as delegate for the NYSSBA Convention and Jules Comeau be named as Alternate and Legislative Representative;

Yes - 7

No - 0, motion carried

DESIGNATIONS:

Mr. Russell moved, seconded by Mrs. Lauzon that:

Key Bank be designated as the official bank depository for the 2015-16 school year;

The dates and times of regular meetings of the Board of Education be designated as 7:00 P.M. on the third Thursday of every month with the meetings to alternate between Malone and Saranac Lake **(Videoconference – January – March)**;

The Malone Telegram and Adirondack Daily Enterprise be designated as the official newspapers for the 2015-16 school year.

Yes - 7

No - 0, motion carried

AUTHORIZATIONS:

Mrs. Lauzon moved, seconded by Mr. Swanston that:

Authorization as annexed to these minutes for Certification of Payrolls - Human Resources Coordinator be approved;

Authorization as annexed to these minutes for Budget Transfers - District Superintendent be approved;

A resolution authorizing the issuance of Revenue Anticipation Notes be approved as annexed to these minutes;

Karen Martell (Bonding Attorney), Ferrara, Fiorenza, P.C., Walsh & Edwards, Joseph Lavorando and Guercio & Guercio be appointed as BOCES Attorneys for the school year 2015-16. Legal matters will be referred to the appropriate attorney at the discretion of the BOCES;

Stephen T. Shafer be appointed as the Board's representative for the F-E-H School Districts' Health Insurance Consortium Joint Governing Board;

Jamie O'Dell be appointed Records Access Officer for the 2015-16 school year;

Thomas Finnerty be appointed Records Management Officer for the 2015-16 school year;

Charles LaBrake be appointed Asbestos (LEA) Designee for the 2015-16 school year;

All persons and positions required by law or regulation including Educational Communications Delivery be covered under a Faithful Performance Blanket Bond with limits of \$100,000 and an additional \$1,000,000 coverage for the District Treasurer and Deputy Treasurer;

Authorization for memberships as annexed to these minutes be approved for the school year 2015-16;

Committee Membership be approved as follows:

Audit Committee – The Board shall serve as a **Committee of the Whole** for such purpose during a regular or special meeting of the Board.

- Sub-Committee - In those instances when the full Board is not available to meet with the Board's Auditors and/or staff in accordance with applicable laws and regulations an audit subcommittee composed of three Board Members will convene for this purpose. In such instances, the Sub-Committee will make a report to the full Board at a subsequent meeting. The Audit Sub-Committee shall consist of the following members for the 2015-2016 school year:

Jules Comeau

Thomas O'Bryan

Ralph Russell

John Swanston

FEHSBA Executive Committee – Board President & District Superintendent

Negotiations Committee – Thomas O'Bryan, Ralph Russell, John Swanston, Stephen Shafer & Director of Management and Finance

Sick Leave Pool Committee – Emily Lauzon, John Swanston, & Director of Management & Finance

Safety Committee – Stephen Dupree

Technology Committee – Thomas O'Bryan

Annual Professional Performance Review Committee – Thomas O'Bryan

The mileage reimbursement rate for all employees shall be \$0.575 per mile for the 2015-16 school year;

The District Superintendent be authorized to attend District Superintendent meetings at the expense of BOCES and that payment for the District Superintendent Business Account also be authorized;

BOCES be authorized to provide Workers' Compensation Coverage for board members and volunteers in addition to employees;

Advertising and opening bids - District Clerk or Purchasing Agent;

Approval for attendance at conferences, conventions, workshops, etc. - District Superintendent or designee;

Approval for accounts and authorization to sign checks - District Treasurer and Deputy Treasurer;

Approval for Extra Classroom activity Funds Accounts at AEC/NFEC and authorization to sign checks – Central Treasurers and Principals;

Use of Electronic Check signature disk to authenticate checks issued on the BOCES accounts - District Treasurer and Deputy Treasurer;

Authorization to sign special aid projects - District Superintendent;

Authorization for District Superintendent to sign E-Rate Applications;

Authorization to sign BOCES contracts - President and/or District Clerk;

Authorization to invest funds - District Treasurer and Deputy Treasurer;

Re-adoption of all Board Policies currently in effect;

Establishment of \$50 Petty Cash Fund for Business Office

Yes - 7

No - 0, motion carried

APPROVAL OF MINUTES:

President Egan asked for a motion concerning the minutes of the previous regular meeting. Mr. Russell moved, seconded by Mrs. Lauzon that the minutes of the regular meeting of June 18, 2015 be approved.

Yes – 6

Abstain – 1, (Mr. Preston)

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 and Unemployment Insurance Reserve, ERS Retirement Reserve and Capital Funds for the month of June. Following discussion, Dr. Comeau moved, seconded by Mr. Russell that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of June be approved.

Yes - 7
No - 0, motion carried

EXECUTIVE SESSION:

Mr. Russell moved, seconded by Mr. Swanston that the Board enter into an executive session to discuss the employment status of two particular individuals.

Yes - 7
No - 0, motion carried

The Board entered into an executive session at 7:56 P.M.

Mr. Swanston moved, seconded by Dr. Comeau that the Board leave the executive session.

Yes - 7
No - 0, motion carried

The Board left executive session at 8:12 P.M.

APPOINTMENTS:

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. Russell that:

Sarah Ghostlaw, be appointed as a SENIOR CLERK commencing on 07/20/15, salary to be at Grade 6, Step 2 of the Non-Instructional Salary Schedule for the school year 2015-16.

Elizabeth J. Manor, be appointed as a CLEANER 50% commencing on 09/01/15, salary to be at Grade 1, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16.

Yes - 7
No - 0, motion carried

RESIGNATIONS:

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

Desiree Black – Account Clerk (Effective 07/17/15)
Sarah Ghostlaw – Clerk (Effective 07/17/15)
Victoria Sancomb – Cleaner (Effective 07/16/15)
Anita Estling – Principal Account Clerk (Effective 07/31/15)

Yes - 7
No - 0, motion carried

CALL BACK:

Dr. Comeau moved, seconded by Mr. Russell that the following be called back:

Theresa Rankin – Teaching Assistant (Effective 09/01/15)

Yes - 7

No - 0, motion carried

CHANGE IN POSITON STATUS:

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Dr. Comeau that the following position status be changed:

Pamela Carpenter 77% to 100% (Effective 09/01/15)

Yes - 7

No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

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

Adult Education Summer Hours (7/1/15 – 8/31/15)

- Joe Campbell (Up to 240 Hours)
- Crista Herrmann (Up to 66 Hours)
- Deborah McGill (Up to 69 Hours)
- Laura Montgomery (Up to 60 Hours)
- Marian McGarvey (Up to 84 Hours)

Part-time School Psychologist - \$35.02

- Stephanie Delude (Up to 10 Hours)

Summer School

- Katie LaVoie – Biology Teacher
- Brittany Peryea – Speech & Hearing Handicapped Teacher 40%
- Kelsey Manchester – PTA (Per Diem)
- Matthew Ryan – English Teacher

Summer School Substitutes (See attached)

Extra Program Employment

- Tracy Edwards-Warren (1 Day)

Extra Program Employment/Comp Time (10 Days Total)

- Jamie O’Dell – Business Manager (5 Days Pay/5 Days Comp Time)

Principal Account Clerk (AEC) Up to 60 Hours for August

- Anita Estling

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:

- Teacher of the Blind and Partially Sighted (Currently located NFCA – Salary Pursuant to Teachers’ Contract)
- Principal – 2 Positions (Currently located NFCA)
- Deputy Superintendent (Currently located BOCES Wide)
- Librarian/Media Specialist 85% (Currently located NFEC)
- Account Clerk (Currently located CAO)
- Cleaner (Currently located at AEC)
- Principal Account Clerk (Currently located at AEC)

Dr. Comeau moved, seconded by Mr. Preston that Mr. Shafer be authorized to fill all vacancies for the 2015-16 school year.

Yes - 7
No - 0, motion carried

APPROVAL OF ORGANIZATIONAL STRUCTURE:

Upon the recommendation of Mr. Shafer, Mr. Russell moved, seconded by Mr. Swanston that the BOCES Organizational Structure as annexed to these minutes be approved effective July 1, 2015.

Yes - 7
No - 0, motion carried

ACKNOWLEDGMENT OF CONSULTANT COMMITTEE:

Mrs. Lauzon moved, seconded by Mr. O’Bryan that the Welding Consultant Committee as annexed to these minutes be acknowledged for the 2015-16 school year.

Yes - 7
No - 0, motion carried

APPROVAL OF EXTENSION OF COMPENSATION AGREEMENT AND SALARY AMENDMENT FOR THOMAS FINNERTY:

Mr. O’Bryan moved, seconded by Dr. Comeau that the Extension of Compensation Agreement and Salary Amendment for Thomas Finnerty be approved.

Yes - 7
No - 0, motion carried

AUTHORIZATION TO ACCEPT DONATION:

Dr. Comeau moved, seconded by Mr. Russell that a donation of \$150.00 from George Cook in connection with club advisor compensation be accepted.

Yes - 7
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT WALK IN FREEZER/COOLER BID FOR CULINARY ARTS AT NFEC:

Mr. Shafer and the Board reviewed the tabulations regarding the Walk in Freezer/Cooler for the Culinary Arts Program under the CTE 5-Year Plan at North Franklin Educational Center. Following discussion, Mrs. Lauzon moved, seconded by Mr. Preston that the low bid was submitted by Mars Mechanical in the total amount of \$39,730.65 be accepted.

Yes - 7
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO REJECT WELDING EQUIPMENT BIDS:

Mr. Shafer and the Board reviewed the tabulations regarding the Welding Equipment for the Welding Program under the CTE 5-Year Plan for NFEC. Following discussion, Mr. O’Bryan moved, seconded by Mr. Russell that considering our pre-bid quote total was less, we recommend rejecting all bids.

Yes - 7
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 \$14,600.00. Following discussion, Dr. Comeau moved, seconded by Mr. Swanston that the bid submitted to Auctions International in the total amount of \$14,600.00 be accepted.

Yes - 7
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

Transportation Contracts with Brushton-Moira CSD, Lake Placid CSD, Malone CSD and St. Regis Falls CSD

Yes - 7
No - 0, motion carried

APPROVAL FOR UPCOMING MEETING:

Dr. Comeau moved, seconded by Mr. Swanston that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

2015 New School Board Member Academy – Governance and Fiscal Oversight
(various dates)

Yes - 7
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT TRASH/ RECYCLABLE REMOVAL BID:

Mr. Shafer and the Board reviewed the tabulations regarding the Trash/Recyclable Removal bid in connection with the North Franklin Educational Center and Adirondack Educational Center. Following discussion, Mr. Swanston moved, seconded by Mr. Preston that the low bid was submitted by Casella Waste Solutions in the total amount of \$865.00 be accepted.

North Franklin Educational Center	\$610.00
Adirondack Educational Center	<u>\$255.00</u>
TOTAL	\$865.00

Yes - 7
No - 0, motion carried

DATE SET FOR SPECIAL MEETING:

A Special Meeting was set for Thursday, July 23, 2015 to be held via videoconference at AEC and NFEC.

END OF LEGISLATIVE SESSION SYNOPSIS:

Mr. Shafer provided the board with documents in connection with the Legislative Session.

APPR UPDATE:

Mr. Shafer gave the Board an APPR update.

COMPUTER LAB RELOCATION & RENOVATION:

Mr. Shafer talked about the computer lab relocation and renovation.

ADJOURNMENT:

Mr. Russell moved, seconded by Mr. O'Bryan that the meeting be adjourned.

Yes - 7

No - 0, motion carried

Meeting adjourned at 9:09 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk