

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

**DATE:** July 23, 2015

**LOCATION:** Videoconference (NFEC/AEC)

**KIND OF MEETING:** Special

**MEMBERS PRESENT:** Dennis J. Egan, Jules J. Comeau, Stephen J. Dupree, Emily M. Lauzon, John G. Swanston

**MEMBERS ABSENT:** Ralph H. Russell, George S. Cook, Thomas O'Bryan, Richard M. Preston,

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Lisa M. Mastry, Clerk

**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 COMPENSATION AGREEMENT FOR DEPUTY SUPERINTENDENT AND AUTHORIZATION FOR PRESIDENT TO SIGN:** Mrs. Lauzon moved, seconded by Mr. Dupree that the compensation agreement for the Deputy Superintendent be approved and the President be authorized to sign.  
Yes - 5  
No - 0, motion carried

**RESIGNATIONS:** Mr. Swanston moved, seconded by Mrs. Lauzon that the following resignations be accepted:  
  
Michael DeBeer – Motor Vehicle Operator (Due to Retirement – Revised Date 08/28/15)  
Thomas Finnerty – Director of Management & Finance (Effective 09/11/15)  
  
Yes - 5  
No - 0, motion carried

**APPOINTMENT:** Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Dr. Comeau that:  
  
Stephen Allen, be appointed as an EDUCATIONAL COMMUNICATIONS DELIVERY MOTOR VEHICLE OPERATOR commencing on 08/31/15, salary to be at Grade 3, Step 4 of the Non-Instructional Salary Schedule for the school year 2015-16.  
  
Yes - 5  
No - 0, motion carried

**APPOINTMENT OF  
CTE/ALTERNATIVE  
EDUCATION PRINCIPAL:**

Mr. Dupree moved, seconded by Dr. Comeau that, upon the recommendation of the Superintendent, Stephen Shafer, Mary Jo Dickerson, who is Professionally certified as a School Administrator/Supervisor is hereby appointed on probation to the position CTE/Alternative Education Principal for a probationary period commencing on August 10, 2015 and anticipated to end on August 9, 2019, salary for the school year is \$90,000 (pro-rated).

In order to be eligible for tenure, individuals receiving a probationary appointment as an administrator 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 receives 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

**APPOINTMENT OF  
DEPUTY  
SUPERINTENDENT:**

Mrs. Lauzon moved, seconded by Dr. Comeau that, upon the recommendation of the Superintendent, Stephen Shafer, Cheryl A. Felt who is Professionally certified as a School District Administrator is hereby appointed on probation to the position Deputy Superintendent for a probationary period commencing on August 24, 2015 and anticipated to end on August 23, 2019, salary for the school year is \$103,500 (pro-rated).

Yes - 5  
No - 0, motion carried

**APPOINTMENT OF  
SPECIAL  
EDUCATION/ITINERANT  
PROGRAMS PRINCIPAL:**

Mr. Swanston moved, seconded by Mrs. Lauzon that, upon the recommendation of the Superintendent, Stephen Shafer, Denise Luka, who is Professionally certified as a School District Administrator is hereby appointed on probation to the position Special Education and Itinerant Programs Principal for a probationary period commencing on August 10, 2015 and anticipated to end on August 9, 2019, salary for the school year is \$85,000 (pro-rated).

In order to be eligible for tenure, individuals receiving a probationary appointment as an administrator 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 receives 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

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

Summer School

Emily Sharlow – Speech & Hearing Handicapped Teacher (Per Diem)  
Heather Phippen – Teaching Assistant 67% (Eff. 7/2/15 – 08/11/15)

Substitute Clerical

Rosemary Warner

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:

Teacher of the Blind and Partially Sighted (Currently located NFCA – Salary Pursuant to Teachers’ Contract)  
Librarian/Media Specialist 85% (Currently located NFEC)  
Account Clerk (Currently located CAO)  
Cleaner (Currently located at AEC)  
Principal Account Clerk (Currently located at AEC)  
Director of Management & Finance (Currently located at CAO)

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

Yes - 5

No - 0, motion carried

**SET THE SALARY RANGE  
FOR THE DIRECTOR OF  
MANAGEMENT AND  
FINANCE:**

Dr. Comeau moved, seconded by Mrs. Lauzon that the salary range be set at \$90,000 - \$105,000 for the Director of Management and Finance.

Yes - 5

No - 0, motion carried

**ADJOURNMENT:**

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

Yes - 5

No - 0, motion carried

Meeting adjourned at 7:30 P.M.

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

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Lisa M. Mastry, Clerk