

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

DATE: August 20, 2015

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Ralph H. Russell, Jules J. Comeau, Stephen J. Dupree, Emily M. Lauzon, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: George S. Cook, Thomas O’Bryan

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Thomas P. Finnerty, Director of Management and Finance
Jamie O’Dell, Business Manager (Left meeting at 7:18 PM)

VISITORS: Mary Dickerson, Denise Luka

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. Russell moved, seconded by Mr. Swanston that the minutes of the organizational meeting of July 16, 2015, the special meeting of July 23, 2015 as well as the corrected minutes of June 18, 2015 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 and Capital Funds as well as the Group Checking and Payroll Checking for the month of July. Following discussion, Mr. Dupree moved, seconded by Dr. Comeau that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of July be approved.

Yes - 7
No - 0, motion carried

**UPDATE ON THE
INTERNAL AUDIT
FUNCTION:**

Tom Finnerty gave the Board an update on the Internal Audit Function.

EXECUTIVE SESSION:

Mr. Russell moved, seconded by Mrs. Lauzon that the Board enter into an executive session to discuss negotiation positions for the opening of APPR negotiations with the administrator and teacher units.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:18 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 7:35 P.M.

RESIGNATIONS:

Dr. Comeau moved, seconded by Mr. Russell that the following resignations be accepted:

Jayne Brown – Physical Therapist (Due to Retirement – Effective 08/31/15)

Sarah Chiffy – French Teacher 65% (Effective 08/31/15)

Mary Jones – Instructional Data Analyst (Effective 09/03/15)

Monalee Siskavich – Speech & Hearing Handicapped Teacher (Due to Retirement – Effective 10/08/15)

Yes - 7

No - 0, motion carried

APPOINTMENTS:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mrs. Lauzon that:

Kasey Donahue, be appointed as an ACCOUNT CLERK commencing on 08/27/15, salary to be at Grade 6, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16. *Pending final approval by the Department of Civil Service.*

Derek Johnson, be appointed as a CLEANER commencing on 08/14/15, salary to be at Grade 1, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16.

Jane Robinson, be appointed as an ACCOUNT CLERK commencing on 08/24/15, salary to be at Grade 6, Step 5 of the Non-Instructional Salary Schedule for the school year 2015-16.

Yes - 7

No - 0, motion carried

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

Andrew Bombard, who is Initially certified in Physical Education, is hereby appointed to the position of Physical Education tenure area for a probationary period commencing on 09/01/15 and anticipated to end on 08/31/19. Andrew Bombard's Initial certification expires on 01/31/20 and he must have completed the requirements for professional certification by that date.

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 - 7

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mrs. Lauzon moved, seconded by Mr. Swanston that:

David Russell, who is Transitionally (A) certified in Welding 7-12, is hereby appointed to the position of Trades Subject – Welding 7-12 tenure area for a probationary period commencing on 09/01/15 and anticipated to end on 08/31/19. David Russell's Transitional certification expires on 1/31/17 and he must have completed the requirements for professional certification by that date.

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 - 7

No - 0, motion carried

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

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

Clarence Brockway III, be appointed as a Building Trades Teacher, commencing on 09/01/15 and terminating on 06/30/16, salary to be at Step 2 of the Instructional Salary Schedule.

Karie Doelger, be appointed as a School Library System Director, commencing on 07/01/15 and terminating on 06/30/16, salary to be at \$70,383 – based on the Administrators’ Contract 12-Month Salary.

Mary Mackey, be appointed as a Library Media Specialist 85%, commencing on 09/01/15 and terminating on 01/29/16, salary to be at Step 1 – BA of the Instructional Salary Schedule.

Yes - 7

No - 0, motion carried

**CHANGE IN POSITION
STATUS:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mrs. Lauzon that the following position status be changed:

Andrew Bombard – Physical Education Teacher 75% to 100% (Effective 09/01/15)

David Russell – Agriculture Teacher 100% to Agriculture 50%/Welding 50% (Effective 09/01/15)

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Part-time Account Clerk - \$17.77 Per Hour

Beth-Ann Haynes (Up to 36 Hours)

Summer School

Tara West (Additional 2 Days)

Michelle Thomas (Summer School Nurse Substitute)

John Militech (Additional 3 Days)

Chris Kormanyos (Additional 2 Days)

Interim Director of Management & Finance - \$375 Per Day

Michael Singleton (9/9/15 Start Date)

Extra Program Employment

June Parmeter (Attend Workshop 8/17/15 – 1 Day’s Pay)

Central Treasurer at AEC – Base 12-month Salary - \$1,600

Kasey Donahue 09/01/15 – 6/30/16

Summer School Principal - \$3,000 Retro to 07/01/15

Bernadette Frohm

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:

- Director of Management & Finance (Currently located at CAO)
- French Teacher 65% (Currently located NFCA)
- Instructional Data Analyst (Currently located NFEC)
- Physical Therapist (Currently located NFCA)
- Speech & Hearing Handicapped Teacher 80% (Currently located NFCA)
- Teacher of the Blind and Partially Sighted (Currently located NFCA)

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

Yes - 7
No - 0, motion carried

APPROVAL OF REVISED ORGANIZATIONAL STRUCTURE, EFFECTIVE 8/24/15:

Mrs. Lauzon moved, seconded by Mr. Russell that the Organizational Structure be approved as annexed to these minutes.

Yes - 7
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

- Transportation Contracts with the following districts: Salmon River, Saranac Lake and Tupper Lake
- APPR Certification Form
- Contract for General Counsel, Guercio & Guercio, LLP
- Agreement with Albany-Schoharie-Schenectady-Saratoga BOCES in connection with NERIC office space
- Revised Agreement with CP Enterprises for additional hours for electrical work

Yes - 7
No - 0, motion carried

APPROVAL OF REVISED DISTRICT-WIDE SCHOOL SAFETY PLAN:

Mr. Russell moved, seconded by Mr. Swanston that the District-Wide School Safety Plan be revised as annexed to these minutes.

Yes - 7
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Russell 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 - 7
No - 0, motion carried

**APPOINTMENT OF
DIGNITY FOR ALL
STUDENTS ACT
COORDINATOR: NORTH
END – MARY J.
DICKERSON:**

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. Swanston that Mary J. Dickerson be appointed Dignity for all Students Act Coordinator for the north end.

Yes - 7
No - 0, motion carried

**APPOINTMENT OF TITLE
IX COMPLIANCE OFFICE:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mrs. Lauzon that Cheryl Felt be appointed as the Title IX Compliance Officer, Effective 8/24/15.

Yes - 7
No - 0, motion carried

**APPOINTMENT OF
MEDICAID COMPLIANCE
OFFICER:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mrs. Lauzon that Cheryl Felt be appointed as the Medicaid Compliance Officer, Effective 8/24/15.

Yes - 7
No - 0, motion carried

**APPROVAL OF RECORDS
MANAGEMENT OFFICER:**

Mr. Dupree moved, seconded by Mr. Preston that Michael Singleton be appointed Records Management Officer, effective 9/11/15.

Yes - 7
No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETINGS:**

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:

- CEWW School Board Association Meetings to be held at West Side Ballroom in Plattsburgh
- November 12, 2015
- January 7, 2016

Yes - 7
No - 0, motion carried

OTHER BUSINESS:

The following Open House dates were discussed:

- AEC (9/17/15, 4:00 pm)
- NFEC (10/14/15, 4:00 pm)

Mr. Shafer extended an invitation from the Malone Central School District to attend a Community Forum to be held at Franklin Academy High School on 9/1/15 from 7:00 – 8:00 pm.

Mr. Shafer informed the Board of graduates from the Summer School Program. A full report on summer school for the south end will be given at the September meeting and a full report on the north end summer school will be given at the October meeting.

There was discussion regarding Health Insurance.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 8:17 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk