

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

DATE: September 17, 2015

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Ralph H. Russell, Jules J. Comeau, George S. Cook (entered the meeting at 7:08 PM), Stephen J. Dupree, Thomas O’Bryan, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: Emily M. Lauzon

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
Michael J. Singleton, Interim Director of Management and Finance
Jamie O’Dell, Business Manager (left the meeting at 7:20 PM)

VISITORS: Mary Dickerson, Denise Luka, Rick Swanston, Representative from Hoffman, Eells & Gray, CPA’s, P.C.

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. Dr. Comeau moved, seconded by Mr. Russell that the minutes of the regular meeting of August 20, 2015 be approved.

Yes - 7
No - 0, motion carried

Dr. Cook entered the meeting at 7:08 PM.

OATH OF OFFICE: Oath of office was administered to the following elected member of the Board by District Superintendent Stephen T. Shafer:

George Cook

**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 August. 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 August be approved.

Yes - 8
No - 0, motion carried

**INTERNAL AUDIT
REPORT FROM
HOFFMAN, EELLS &
GRAY, CPA'S, P.C.**

Dr. Comeau moved, seconded by Mr. Dupree that the Internal Audit Report be accepted as annexed to these minutes.

Yes - 8
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 June 5, 2015 through September 10, 2015. Mr. Swanston moved, seconded by Mr. O'Bryan to accept the report as annexed to these minutes.

Yes - 8
No - 0, motion carried

**PRESENTATION ON
PROGRAM STATISTICS &
RESULTS FOR CTE AND
REGIONAL SUMMER
SCHOOL:**

Mary Dickerson, Denise Luka and Rick Swanston presented the Board with information on statistics and results for students enrolled in CTE, Regional Summer School and Extended School Year.

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. O'Bryan that the Board enter into an executive session to discuss the employment of a particular person.

Yes - 8
No - 0, motion carried

The Board entered into an executive session at 7:50 P.M.

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

Yes - 8
No - 0, motion carried

The Board left executive session at 8:09 P.M.

CREATION OF POSITION:

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

Teaching Assistant (Currently located at Chateaugay Central School)

Yes - 8
No - 0, motion carried

RESIGNATIONS:

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

Nancy S. Aucoin – Interpreter (Effective 09/01/15)
Paula Cormier – School Psychologist (Effective 08/31/15)
Stacie Zenger – Teaching Assistant (Effective 09/25/15)

Yes - 8
No - 0, motion carried

APPOINTMENTS:

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

Linda Fish, be appointed as a PRINCIPAL CLERK commencing on 08/26/15, salary to be at 30,905 of the Non-Instructional Salary Schedule for the school year 2015-16.

Yes - 8
No - 0, motion carried

APPOINTMENT OF DIRECTOR OF MANAGEMENT AND FINANCE:

Mr. Russell moved, seconded by Mr. Dupree that, upon the recommendation of the Superintendent, Stephen Shafer, Rodney Asse who is Professionally certified as a School District Business Leader is hereby appointed on probation to the position for a probationary period commencing on October 20, 2015 and anticipated to end on October 19, 2019, salary for the 2015-16 school year is \$99,000 (pro-rated).

Yes - 8
No - 0, motion carried

CALL BACKS:

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. Swanston that the following individuals be called back:

Rosemary Robinson – Teaching Assistant (Effective 09/21/15)
Kerry Warner – Teaching Assistant (Effective 09/21/15)

Yes - 8
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Russell moved, seconded by Mr. Preston that the following individuals be appointed pursuant to Feinerman's Agreements:

Sylvie Levesque, be appointed as a French Teacher 65%, commencing on 09/01/15 and terminating on 06/30/16, salary to be at Step 10 of the Instructional Salary Schedule.

Danielle O'Mara, be appointed as a School Counselor 80%, commencing on 09/01/15 and terminating on 06/30/16, salary to be at Step 15 of the Instructional Salary Schedule.

Stephanie M. Theis, be appointed as a School Psychologist 60%, commencing on 09/01/15 and terminating on 06/30/16, salary to be at Step 8 of the Instructional Salary Schedule.

Yes - 8

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute

Patricia Healey (Teacher; Teaching Assistant, Aide & Clerical)
Marie Pearson (Teaching Assistant; Aide & Clerical)
Karla Reynolds (Teacher; Teaching Assistant, Aide, Monitor & Clerical)
Anne Titus (Teacher)
Theresa Jarvis (Teacher Aide)
Cindy Shafer (LPN)

Temporary Executive Secretary - \$16.67 Per Hour (Up to 24 Hours)

Esther Debyah

Interim Deputy Treasurer

Jackie Snyder \$400 Per Year (Pro-rated 9/18/15 – 1/21/16)

Adult Education Instructors

Jon Chodat, Digital Photography Instructor – 25 hours at \$30/hour
Nancy Childs, Basic Concepts Instructor – 20 hours at \$30/hour
Nancy Childs, Intro to Drawing Instructor – 20 hours at \$30/hour
Tonny French, Oil/Burner Furnace Maintenance Instructor – 7 hours

at

\$30/hour

Holly Harz, Cake Decorating I – Beginner Course Instructor – 10 hours at \$30/hour

Holly Harz, Basic Home Canning Instructor – 4 hours at \$30/hour

Donna Hastings, Quilting 101 Instructor – 15 hours at \$30/hour

Tom Marshall, Small Engine Repair I-Beginner Course Instructor – 26 hours at \$30/hour

Tom Marshall, Small Engine Repair II – Advanced Course Instructor – 26 hours at \$30/hour

Jennifer Sienkiewicz, Child Abuse, Neglect and Maltreatment Certification Instructor – 5 hours at \$40/hour
Karen Swanston, Intro to French Instructor – 25 hours at \$30/hour
Judy Winters, Computer Basics for Seniors Instructor – 15 hours at \$30/hour
Judy Winters, iPad/iPod Touch Training Instructor – 5 hours at \$30/hour
Tim Wood, Intro to Holiday Design Course Instructor – 7 hours at \$30/hour
Tim Wood, Intro to Thanksgiving Tablescapes Instructor – 7 hours at \$30/hour
Tim Wood, Intro to Christmas Centerpieces and Wreaths Instructor – 7 hours at \$30/hour

Part-time Speech & Hearing Handicapped Teacher

Monalee Siskavich - \$58.67 (Up to 50 Hours)

Job Coach - \$13.25 Per Hour

Loretta Charland (Up to 1,000 Hours)

Extra Program Employment

Joseph Campbell - \$49.73 per Hour (Up to 300 Hours)

Yes - 8

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:

Instructional Data Analyst (Currently located NFEC)
Interpreter (Currently locate at Salmon River)
Physical Therapist (Currently located NFCA)
Speech & Hearing Handicapped Teacher 80% (Currently located NFCA)
Teacher of the Blind and Partially Sighted (Currently located NFCA)

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

Yes - 8

No - 0, motion carried

**REPORT FROM CLAIMS
AUDITOR:**

The Board, acting as the Audit Committee of the Whole, reviewed the written report from the Claims Auditor. Following discussion, Mr. O'Bryan moved, seconded by Mr. Russell that the written report for the period of June 17, 2015 – September 2, 2015 submitted by Esther Debyah, Claims Auditor and dated 09/7/15, be accepted.

Yes - 8

No - 0, motion carried

APPROVAL OF REVISED ORGANIZATIONAL STRUCTURE:

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. Swanston that the revised BOCES Organizational Structure as annexed to these minutes be approved effective September 17, 2015.

Yes - 8
No - 0, motion carried

APPROVAL OF REVISED COMMITTEE MEMBERSHIPS:

Upon the recommendation of Mr. Shafer, Mr. Russell moved, seconded by Mr. Preston that the revised 2015-16 Committee Memberships as annexed to these minutes be approved.

Yes - 8
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

Agreement with US Employee Benefits Services Group, LLC
Approval of Compensation Agreement with Director of Management and Finance and authorization for President to sign

Yes - 8
No - 0, motion carried

APPROVAL OF ADDITIONAL MEMBERSHIP FOR THE 2015-16 SCHOOL YEAR:

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Dr. Cook that an additional membership be approved for the 2015-16 school year as follows:

National Association for School Psychologists in the amount of \$110

Yes - 8
No - 0, motion carried

HEALTH INSURANCE CONSORTIUM/JOINT GOVERNING BOARD:

Mr. Shafer gave the Board an update on the Health Insurance Consortium/Joint Governing Board.

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. Swanston that the Board enter into an executive session to discuss bargaining of Health Insurance.

Yes - 8
No - 0, motion carried

The Board entered into an executive session at 8:43 P.M.

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

Yes - 8
No - 0, motion carried

The Board left executive session at 9:24 P.M.

ADJOURNMENT:

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 9:25 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk