

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

**DATE:** October 15, 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 Lauzon, Thomas O’Bryan, John G. Swanston

**MEMBERS ABSENT:** George S. Cook, Richard M. Preston

**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 7:50 PM)

**VISITORS:** Carl Seyfarth, Dan Mac Aloon

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:07 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. Dupree moved, seconded by Dr. Comeau that the minutes of the regular meeting of September 17, 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 September. Following discussion, Mr. Russell moved, seconded by Mrs. Lauzon that the Treasurer’s Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of September be approved.

Yes - 7  
No - 0, motion carried

**ACCEPTANCE OF  
INDEPENDENT AUDIT  
REPORT:**

Carl Seyfarth, Independent Auditor, presented the Independent Audit Report for the year ending June 30, 2015 to the Board, acting as the Audit Committee of the Whole. Following discussion, Mr. Russell moved, seconded by Mr. Swanston that the Board, acting as the Audit Committee of the Whole, accept the Independent Audit Report for the year ending June 30, 2015 as prepared by Seyfarth & Seyfarth, CPAs, P.C.

Yes - 7  
No - 0, motion carried

**PRESENTATION:**

Cheryl Felt gave a presentation on Alternative Education Data.

**RESIGNATIONS:**

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

Marjorie Clodgo – Speech & Hearing Handicapped Teacher (Due to Retirement Effective 01/07/16)  
Theresa E. Rankin – Teaching Assistant (Due to Retirement Effective 01/29/16)  
Scott Spillane – Food Services Manager (Due to Retirement Effective 06/23/16)  
Stephanie Theis – School Psychologist (Effective 10/05/15)

Yes - 7  
No - 0, motion carried

**CHANGE IN POSITION  
STATUS:**

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

Marjorie Clodgo – Speech & Hearing Handicapped Teacher 80% to 100% (Effective 09/01/15)

Yes - 7  
No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

Substitute

Michael Gardephe (Cleaner/Custodian)  
Terri Kane (RN/LPN)

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

Rosemary Racine

Adult Education Instructors

Patricia Ventiquattro, Certified Nurse's Aide Refresher Training – 24 hours at \$40/hour.

Bus Driver Training Instructor 2015-16 School Year (Per Approved Rates)

Art McCormick

Extra Program Employment (10/08/15 – 06/30/15)

Kim Boyd – Speech & Hearing Handicapped Teacher  
(Up to 420 Hours)

June Parmeter – Special Education Teacher (Up to 20 Hours)

Susan Johnston – Occupational Therapist (Up to 45 Hours)

Joshua Zenger – COTA (Up to 90 Hours)

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:

Food Services Manager (Currently located NFCA – Effective 2016-17 School Year)

Instructional Data Analyst (Currently located NFEC)

Speech & Hearing Handicapped Teacher 1.80 FTE (Currently located NFCA)

Teacher of the Blind and Partially Sighted (Currently located NFCA)

Teaching Assistant (Currently located NFCA)

Mr. Swanston moved, seconded by Mr. Dupree 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:**

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mrs. Lauzon that the revised BOCES Organizational Structure as annexed to these minutes be approved effective October 20, 2015.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO ADD CYBER LIABILITY COVERAGE THROUGH NYSIR:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Russell to add Cyber Liability coverage through NYSIR.

Yes - 7

No - 0, motion carried

**ACKNOWLEDGEMENT OF REVISED 2015-16 CONSULTANT COMMITTEES:**

Mr. Dupree moved, seconded by Mr. Russell that the revised Consultant Committees as annexed to these minutes be acknowledged for the 2015-16 school year.

Yes - 7

No - 0, motion carried

**APPROVAL OF RECORDS  
MANAGEMENT OFFICER:**

Mr. O'Bryan moved, seconded by Mr. Dupree that Rodney Asse be appointed Records Management Officer, effective 10/20/15.

Yes - 7  
No - 0, motion carried

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

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

Agreement with Atlantic Testing, Limited in connection with underground storage tank testing services.  
Agreement with Alice Hyde Medical Center in connection with Physical Therapy Services for Chateaugay CSD  
Agreements with XEROX in connection with copier upgrades  
Agreement with THR Staffing, Inc. in connection with the (WIOA) Workforce Innovation and Opportunity Act In-School Youth Program  
Agreement with THR Staffing, Inc. in connection with the (WIOA) Workforce Innovation and Opportunity Act Out-of-School Youth Program

Yes - 7  
No - 0, motion carried

**BUILDING CONDITION  
SURVEY/FIVE YEAR PLAN:**

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mrs. Lauzon that an establishment of a facilities committee be approved in connection with preparing a five year plan.

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. Swanston 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

**AUTHORIZATION TO  
RELEASE ST. REGIS FALLS  
FROM AS-7 CONTRACT  
SCHOOL PSYCHOLOGIST  
0.6 FTE:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Russell to release St. Regis Falls from AS-7 contract School Psychologist 0.6 FTE.

Yes - 7  
No - 0, motion carried

**EXECUTIVE SESSION:**

Dr. Comeau moved, seconded by Mrs. Lauzon that the Board enter into an executive session to discuss employer proposal on health insurance.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 8:50 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 9:30 P.M.

**NORTH COUNTRY  
MISSION OF HOPE:**

A letter from the North Country Mission of Hope was shared along with sponsorship/donation information.

**CDOS PROGRAM  
DEVELOPMENT PROJECT:**

Information regarding the CDOS Program Development Project was reviewed with the Board and a Press Release will be sent out.

**ADJOURNMENT:**

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 9:44 P.M.

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

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Lisa M. Mastry, Clerk