

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

DATE: November 19, 2015

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

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

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

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
Rodney Asse, Director of Management and Finance

VISITORS: Rick Swanston, Jason Jantzi, Joe Edick, James Edick

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.

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mr. Russell moved, seconded by Dr. Comeau that the minutes of the regular meeting of October 15, 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, Unemployment Insurance Reserve and ERS Retirement Reserve Funds as well as the Group Checking and Payroll Checking for the month of October. Following discussion, Mr. Swanston moved, seconded by Mrs. Lauzon that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of October be approved.

Yes - 7
No - 0, motion carried

ACCEPTANCE OF EXTRA CLASSROOM AUDIT:

The Board received a report on the findings of the Extra-Classroom Audit. Mr. Russell moved, seconded by Dr. Comeau that the report be accepted.

Yes - 7

No - 0, motion carried

PRESENTATION ON ADULT EDUCATION:

Rick Swanston gave a presentation to the Board on Adult Education Programs operated by the BOCES.

PRESENTATION ON BUILDING CONDITION SURVEY:

The Building Condition Survey was presented by Jason Jantzi, Joe Edick and James Edick from Bernier, Carr & Associates.

NYSED COMMON CORE STATE STANDARDS SURVEY:

Cheryl Felt gave a presentation on the NYSED Common Core State Standards Survey.

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. O'Bryan that the Board enter into an executive session for the purpose of discussing the development of an initial proposal for negotiations with the FEH BOCES Administrators' Association.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 9:02 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 9:52 P.M.

RESIGNATION:

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

Rose E. Oliver – Sr. Account Clerk (Due to Retirement – Effective 11/27/15)

Yes - 7

No - 0, motion carried

CREATION OF POSITIONS:

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mrs. Lauzon that the following positions be created:

Clerk (Located in the SBO Office – Effective 12/01/15) Based on a 10-Month Schedule of 180 Days
Program Development Coordinator (Currently located BOCES Wide)

Yes - 7
No - 0, motion carried

APPOINTMENTS:

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

Angela Mackey, be appointed as a CLERK 10-month position commencing on 12/03/15, salary to be at Grade 5, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16.

Leslie G. Cook, be appointed as an ACCOUNT CLERK commencing on 12/14/15, salary to be at Grade 6, Step 10 of the Non-Instructional Salary Schedule for the school year 2015-16.

Yes - 7
No - 0, motion carried

Upon the recommendation of Mr. Shafer, Dr. Comeau 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 08/31/18. 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

**APPROVAL OF
SUBSTITUTE RATE:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. O’Bryan that the following Substitute Rates be approved:

Substitute Custodian - \$10.00 Per Hour (Effective 11/20/15)
Substitute Laborer - \$10.00 Per Hour (Effective 11/20/15)

Yes - 7
No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute

Dorette Abruzzi (Teacher)
Michael DeBeer (Courier)
Linda Kennedy (Teacher; Teaching Assistant)
Rose Oliver (Clerical)
Carrie Riley (Teacher)
Ann Theobald (Teaching Assistant; Teacher Aide)
Nathan Burgess (Laborer; Custodian)
Michael Nichols (Laborer; Custodian)

Alternate TASC Examiner - \$20.00 Per Hour

Rebecca Oey

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)
Program Development Coordinator (Currently located BOCES Wide)
Speech & Hearing Handicapped Teacher .80 FTE (Currently located NFCA)
Teacher of the Blind and Partially Sighted (Currently located NFCA)
Teaching Assistant (Currently located NFCA – Effective 01/30/16)

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

Yes - 7

No - 0, motion carried

**APPROVAL OF BOCES
SERVICE DESCRIPTIONS
AND BUDGET
DEVELOPMENT
CALENDAR FOR 2016-17:**

The Board received a copy of the proposed BOCES Service Description Guide for 2016-17. Mr. O'Bryan moved, seconded by Mrs. Lauzon that the Service Guide and Budget Development Calendar for 2016-17 be approved as corrected for distribution to component school districts, etc.

Yes - 7

No - 0, motion carried

CERTIFICATION OF LEAD EVALUATORS FOR PRINCIPALS:

Mr. O'Bryan moved, seconded by Mrs. Lauzon that:

WHEREAS, the Board of Education has been provided evidence that Stephen T. Shafer and Cheryl A. Felt have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers and principals, therefore

BE IT RESOLVED, that, upon recommendation of the superintendent of schools, Stephen T. Shafer and Cheryl A. Felt be re-certified as a Lead Evaluator of teachers and principals.

Yes - 7
No - 0, motion carried

CERTIFICATION OF LEAD EVALUATORS FOR TEACHERS:

Dr. Comeau moved, seconded by Mr. O'Bryan that:

WHEREAS, the Board of Education has been provided evidence that Mary Jo Dickerson, Denise Luka and Rick Swanston have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for re-certification as a Lead Evaluator of teachers, therefore

BE IT RESOLVED, that, upon recommendation of the superintendent of schools, Mary Jo Dickerson, Denise Luka and Rick Swanston be certified as a Lead Evaluator of teachers.

Yes - 7
No - 0, motion carried

APPROVAL OF UPCOMING MEETING:

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

Legislative Breakfast – January 28 or 29, 2016, 8:00 AM, Crowne Plaza, Lake Placid (Tentative)

Yes - 7
No - 0, motion carried

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

Mrs. Lauzon moved, seconded by Mr. Swanston that an additional membership be approved as follows:

American Welding Society - \$240 per person (one membership)

Yes - 7
No - 0, motion carried

**APPROVAL TO ACCEPT
DONATION FROM NERIC:**

Dr. Comeau moved, seconded by Mr. Preston that a donation from NERIC for technology equipment with an estimated value of \$3,316 be accepted.

Yes - 7
No - 0, motion carried

**APPROVAL OF WORK
SITES:**

Mr. Swanston moved, seconded by Mrs. Lauzon that the attached work sites be approved.

Yes - 7
No - 0, motion carried

**AUTHORIZATION TO
RELEASE BRUSHTON-
MOIRA & ST. REGIS FALLS
FROM AS-7 CONTRACTS
FOR SPEECH SERVICES,
EFFECTIVE 1/11/16:**

Dr. Comeau moved, seconded by Mrs. Lauzon that authorization be given to release Brushton-Moira and St. Regis Falls School Districts from their respective AS-7 contracts for Speech Services, effective 1/11/16.

Yes - 7
No - 0, motion carried

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

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

Revised Agreement with AHMC in connection with Physical Therapy Services
Clinical Affiliation Agreement with Clarkson University

Yes - 7
No - 0, motion carried

**AUTHORIZATION TO BID
1994 CHEVROLET STAKE
TRUCK 4X4 ON AUCTIONS
INTERNATIONAL:**

Mr. Shafer informed the Board regarding the need to bid a 1994 Chevrolet Stake Truck for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Swanston moved, seconded by Mr. O'Bryan that the notice to bidders be advertised.

Yes - 7
No - 0, motion carried

**APPROVAL TO BID
CAPITAL PROJECT FOR
THE NATURAL GAS
PIPING/BOILER
CONVERSION PROJECT AT
NFEC:**

Mr. Shafer informed the board that the Approval of Final Plans and Specifications for the NATURAL GAS PIPING/BOILER CONVERSION PROJECT at the North Franklin Educational Center have been received and approved from the Office of Facilities and Management Services.

Mr. Swanston moved, seconded by Mr. O'Bryan that the NATURAL GAS PIPING/BOILER CONVERSION PROJECT at the North Franklin Educational Center be authorized to bid.

Yes - 7
No - 0, motion carried

STUDENT TRAVEL:

Mrs. Lauzon moved, seconded by Mr. O’Bryan that the following student activity be approved:

Welding – Visit AWI Welding Institute, Vermont – November 17, 2015

Yes - 7

No - 0, motion carried

STATE BUDGET DEVELOPMENT:

Mr. Shafer shared documents with the Board in connection with Sate Budget Development.

BOCES EDUCATION CONSORTIUM:

The Board received information on the BOCES Educational Consortium form Mr. Shafer.

REPORT ON REGIONAL STAFF DEVELOPMENT DAY:

Cheryl Felt reported on the Regional Staff Development Day offerings and provided the board with information on the P-Tech Grant.

ENROLLMENT TRENDS:

There was discussion in connection with enrollment trends in the Franklin-Essex-Hamilton Sole Supervisory District.

REPORT ON CEWW SCHOOL BOARDS ASSOCIATION MEETING:

Dennis Egan and Jules Comeau shared their thoughts with the Board regarding the CEWW School Boards Association Meeting held on 11/12/15.

BOARD COMMENTS:

Dr. Comeau reported on the NYSSBA Convention.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 10:39 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk