

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

DATE: December 17, 2015

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Ralph H. Russell, Jules J. Comeau, George S. Cook, Stephen J. Dupree, Emily Lauzon, Thomas O’Bryan, John G. Swanston

MEMBERS ABSENT: Richard M. Preston

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

VISITORS: Esther Debyah

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.

BIANNUAL PRESENTATION FROM CLAIMS AUDITOR: The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor. Following discussion, Dr. Comeau moved, seconded by Mr. Russell that the Biannual Presentation and Claims Audit Report for the period of September 9 – December 2, 2015 submitted by Esther Debyah, Claims Auditor and dated 12/4/15, be accepted.

Yes - 8
No - 0, motion carried

APPROVAL OF MINUTES: President Egan asked for a motion concerning the minutes of the previous meeting. Mr. Russell moved, seconded by Mr. Dupree that the minutes of the regular meeting of November 19, 2015 be approved.

Yes - 8
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 November. Following discussion, Dr. Comeau moved, seconded by Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of November be approved.

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 September 11, 2015 through December 3, 2015. Mr. Dupree moved, seconded by Mr. Russell to accept the report as annexed to these minutes.

Yes - 8
No - 0, motion carried

**QUARTERLY UPDATE ON
THE INTERNAL AUDIT
FUNCTION:**

Rodney Asse, gave an update on the Internal Audit Function.

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mrs. Lauzon that the Board enter into an executive session to discuss negotiations with the Administrative Unit and the CSEA Unit.

Yes - 8
No - 0, motion carried

The Board entered into an executive session at 7:49 P.M.

Mr. O'Bryan moved, seconded by Dr. Cook that the Board leave the executive session.

Yes - 8
No - 0, motion carried

The Board left executive session at 8:56 P.M.

RESIGNATION:

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

Michael E. Wood-Pomainville – Teaching Assistant (Due to Retirement – Effective 12/07/15)

Yes - 8
No - 0, motion carried

APPOINTMENTS:

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

Angela Mackey, be appointed as a CLERK 10-month position commencing on 12/07/15 (Revised Date), salary to be at Grade 5, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16.

Sharlene Petro-Durgan, be appointed as a BUSINESS MANAGER – *Permanent*, commencing on 10/20/15, salary to be at \$66,788 for the school year 2015-16.

Yes - 8

No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

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

Substitute

Sherry Campbell (Teacher; Teaching Assistant; Teacher Aide; School Monitor)

Genevieve Aaron-Deon (Substitute Nurse, RN & LPN)

Michael Wood-Pomainville (Teacher; Teaching Assistant)

Nate Burgess (Motor Vehicle Operator)

Alexandra Bevilacqua (Teacher; Teaching Assistant)

Extra Program Employment

Patricia Ventiquattro (1 Day)

Adult Education Instructors - \$40 Per Hour

Michelle Denny - Primary and Clinical Instructor \$40 per hour not to exceed 200 hours

Kim Premo - Second Clinical Instructor \$40 per hour not to exceed 80 hours

Patty Ventiquattro - Coordinator and Primary Instructor and CPR Instructor \$40 per hour (Up to 125 hours)

Donna Bombard - CPR Instructor - \$40 per hour not to exceed 10 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:

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 – 2 Positions (Currently located AEC/NFCA)

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

Yes - 8

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 AHMC in connection with Certified Nurse's Aide Training
Agreement with Franklin County DSS/School Links Coordinator
Agreement with Akwesasne Boys and Girls Club in connection with Adult Education Programs
Agreement with Partners In Safety, Inc. in connection with drug and alcohol testing services

Yes - 8

No - 0, motion carried

**APPROVAL FOR
DISPOSITION OF BOCES
PERSONAL PROPERTY:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Dr. Comeau 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 - 8

No - 0, motion carried

**CERTIFICATION OF
INDEPENDENT OUTSIDE
EVALUATOR FOR
PRINCIPALS AND
TEACHERS:**

Mr. Russell moved, seconded by Mr. Dupree that:

WHEREAS, the Board of Education has been provided evidence that Michael Singleton has 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, Michael Singleton be certified as a Lead Evaluator of teachers and principals.

Yes - 8

No - 0, motion carried

**CONSIDERATION AND
AUTHORIZATION TO
ACCEPT AUCTIONS
INTERNATIONAL BID:**

Mr. Shafer reviewed the bid results from the auction of BOCES Vehicle a 1994 Chevrolet C/K 3500 Stake Truck with Plow on Auctions International for the amount of \$1,525.00:

Following discussion, Dr. Comeau moved, seconded by Mr. Dupree that the bid submitted to Auctions International in the total amount of \$1,525.00 be accepted.

Yes - 8

No - 0, motion carried

BUDGET DEVELOPMENT:

Mr. Shafer discussed Budget Development with the Board.

**FORMAT FOR ANNUAL
MEETING:**

There was discussion of possibly having an FEH School Boards Association Meeting preceding the BOCES Annual Meeting.

**OPEN HOUSE DATES FALL
2016:**

The Open House dates at AEC and NFEC for the Fall 2016 were discussed.

BOARD COMMENTS:

Mr. Lauzon mentioned that Salmon River is exploring starting a night high school beginning in September 2016.

ADJOURNMENT:

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 9:30 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk