

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

DATE: February 18, 2016

LOCATION: Adirondack Educational Center, Saranac Lake, New York/
North Franklin Educational Center, Malone, New York/
Tupper Lake Middle High School, Tupper Lake, New York
(Videoconference)

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
Rodney Asse, Director of Management and Finance

VISITORS: None

**CALL TO ORDER AND
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:15 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 Mr. O’Bryan that the minutes of
the regular meeting of January 21, 2016 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
January. Following discussion, Mrs. Lauzon moved, seconded by Dr. Comeau
that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports
for all funds for the month of January be approved.

Yes - 8
No - 0, motion carried

EXECUTIVE SESSION:

Mr. Dupree moved, seconded by Mr. Swanston that the Board enter into an executive session to discuss negotiations with the CSEA Unit and the Administrative Unit.

Yes - 8
No - 0, motion carried

The Board entered into an executive session at 7:30 P.M.

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

Yes - 8
No - 0, motion carried

The Board left executive session at 8:15 P.M.

APPROVAL TO AMEND PERSONNEL SHEET:

Following Executive Session, Mr. O’Bryan moved, seconded by Mr. Dupree that the Personnel Sheet be amended to include authorization for the District Superintendent to sign an MOU with the Administrative Unit regarding compensation for Principal, Denise Luka and for an increase in the Operations and Maintenance Coordinator stipend for Charles LaBrake for the 2016-17 school year.

Yes - 8
No - 0, motion carried

CREATION OF POSITIONS:

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

- Driver Education Instructor (Currently located BOCES Wide - *Anticipated 2016-17 School Year*)
- Gaming & Coding Teacher (Currently located BOCES Wide - *Anticipated 2016-17 School Year*)
- Special Education Teacher (Currently located NFEC – Temporary through 06/30/16)

Yes - 8
No - 0, motion carried

APPOINTMENT:

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

Lace L. Redman, who holds a Level 1 Certification, be appointed as a TEACHING ASSISTANT commencing on 02/12/16 and terminating on 02/11/20, salary to be at Grade 12, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16.

Yes - 8
No - 0, motion carried

RESIGNATIONS:

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

- Sheila Gavin – Teaching Assistant (Due to Retirement – Effective 03/31/16)
- Martina E. Lane – School Counselor (Due to Retirement – Effective 03/01/16)
- Derek Johnson – Cleaner (Effective 02/12/16)

Yes - 8
No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

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

Substitute

- Lena Marshall (Teaching/Teaching Assistant/Teacher Aide/School Monitor)
- Heather Rondeau (Teacher/Teaching Assistant)
- Hubert Schickel (Teacher/Teaching Assistant/Teacher Aide)

Interim Deputy Treasurer

Jackie Snyder \$400 Per Year (Pro-rated 4/11/16 – 6/30/16)

Extra Program Employment

Jamie O’Dell (Up to 196 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:

- Cleaner (Currently located at AEC)
- Driver Education Instructor (Currently located BOCES Wide – *Anticipated*)
- Food Services Manager (Currently located NFCA – Effective 2016-17 School Year)
- French Teacher .65 (Currently located NFCA - *Anticipated*)
- Gaming & Coding Teacher (Currently located BOCES Wide - *Anticipated*)
- Librarian/Media Specialist .85 (Currently located NFCA - *Anticipated*)
- Registered Professional Nurse (Currently located NFCA)
- Special Education Teacher (Currently located NFEC)
- Teacher Aide (Currently located at AEC)
- Teacher of the Blind and Partially Sighted (Currently located NFCA)
- Teaching Assistant (Currently located at AEC)

Mr. Dupree 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 DISTRICT SUPERINTENDENT TO SIGN MOU WITH THE ADMINISTRATIVE UNIT REGARDING COMPENSATION FOR DENISE LUKA, PRINCIPAL:

Mr. O'Bryan moved, seconded by Mr. Swanston that the District Superintendent be authorized to sign an MOU with the Administrative Unit regarding compensation for Denise Luka, Principal as annexed to these minutes.

Yes - 8
No - 0, motion carried

APPROVAL FOR INCREASE IN STIPEND FOR OPERATIONS AND MAINTENANCE COODINATOR:

Mr. O'Bryan moved, seconded by Dr. Comeau that the stipend for Charles LaBrake, Operations and Maintenance Coordinator be increased by \$3,000 from \$9,000 to \$12,000 for the 2016-17 school year.

Yes - 8
No - 0, motion carried

CONSIDERATION OF TENTATIVE 2016-17 BOCES ADMINISTRATIVE BUDGET:

Mr. Shafer reviewed the tentative 2016-2017 BOCES Administrative Budget with the Board. Mr. O'Bryan moved, seconded by Mrs. Lauzon that the tentative BOCES Administrative Budget for the 2016-2017 school year in the amount of \$2,195,384 be approved for presentation to the component school districts.

Yes - 8
No - 0, motion carried

APPROVAL OF WORK SITES:

Mr. O'Bryan moved, seconded by Mrs. Lauzon that the attached work sites be approved.

Yes - 8
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. O'Bryan 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

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

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

Agreement with Clarkson University in connection with the Department of Occupational Therapy Agreement in connection with the (WIOA) Workforce Innovation and Opportunity Act In-School Youth Program

Yes - 8

No - 0, motion carried

**RESOLUTION RELATED TO
STATE BUDGET
ALLOCATION FOR
EDUCATION - GEA:**

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

- Whereas:** The Governor has proposed continuing the Gap Elimination Adjustment; and,
- Whereas:** The NYS Gap Elimination Adjustment (GEA) was implemented in 2010 as a one-time reduction in education aid to help NYS balance its budget and the GEA has continued in every budget since then; and,
- Whereas:** The GEA since its inception has reduced state aid to the component school districts of the FEH BOCES by \$37,261,209; and,
- Whereas:** This reduction in aid has resulted in a cost shift to the local property taxpayers in the component school districts; and,
- Whereas:** The cost shift has resulted in unsustainable measures to balance school budgets, including the reduction and elimination of school programs, personnel, and services, and the reduction of school district fund reserves; and,
- Whereas:** Efforts by the component school districts to sustain programs and services are simultaneously constrained by Property Tax Levy Cap Legislation, unfunded and underfunded mandates, and increases in pension, health care costs; and mandated implementation of Common Core Learning Standards and teacher/principal performance reviews; and,
- Whereas:** Adequate State funding is constitutionally mandated and essential to meet all mandates and obligations and to maintain the quality of education for all students; and,

Whereas: New York State, through its Gap Elimination Adjustment, has systematically reduced K-12 funding since 2010-11;

Resolved, that the Franklin-Essex-Hamilton Board of Cooperative Educational Services calls upon the New York State Legislature and Governor to provide sufficient funding to public education to remove the GEA for all districts.

Yes - 8
No - 0, motion carried

**ADOPTION OF BEC
STATEMENT ON CTE
SALARIES AS THE
POSITION OF THE FEH
BOCES:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Swanston to adopt the BEC statement on CTE Salaries as the position of the FEH BOCES as annexed to these minutes.

Yes - 8
No - 0, motion carried

**CONSIDERATION OF
PURCHASE AND
AUTHORIZATION
TO BID FOR
COMPUTERS:**

Mr. Shafer reviewed specifications with the Board regarding the purchase of Lenovo Computers to be utilized within the agency, pursuant to the 2014-17 Technology Plan. Following discussion, Mrs. Lauzon moved, seconded by Dr. Comeau that the BOCES be authorized to advertise bids for Lenovo Computers.

Yes - 8
No - 0, motion carried

**CONSIDERATION OF
VEHICLE PURCHASE:**

Upon the recommendation of Mr. Shafer, Mrs. Lauzon moved, seconded by Dr. Comeau to discuss the purchase of the following vehicle pursuant to state contract with accessories and options listed on the specifications sheet as annexed to these minutes:

2016 Ford Phoenix Bus \$55,945.00

Following discussion, Mr. O'Bryan moved seconded by Mr. Swanston to table the vehicle purchase.

Yes - 8
No - 0, motion carried

**BOCES ADVOCACY DAY –
MARCH 2, 2016:**

Jules Comeau volunteered to attend BOCES Advocacy Day to be held in Albany on March 2, 2016.

**BOARD ACHEIVEMENT
AWARD – LEVEL 1:
NFEC/AEC HONOR ROLL:**

Mr. Shafer informed the Board that Jules Comeau received a NYSSBA Recognition Board Achievement Award – Level 1.
Mr. Shafer provided the board with lists of students on the honor roll for NFEC and AEC.

**FIVE YEAR FACILITIES
PLANNING:**

The board received documents from Rodney Asse in connection with the five year facilities planning.

STAFFING PATTERNS:

Mr. Shafer discussed staffing patterns with the board.

**IMPACT OF MINIMUM
WAGE INCREASE
PROPOSAL:**

There was discussion regarding the impact of the minimum wage increase proposal.

ADJOURNMENT:

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 9:33 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk