

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

DATE: March 17, 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, Thomas O’Bryan,
Richard M. Preston, John G. Swanston

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

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
Rodney Asse, Director of Management and Finance
Jamie O’Dell, Business Manager

VISITORS: None

**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. Mr. Russell moved, seconded by Dr. Comeau that the minutes of
the regular meeting of February 18, 2016 be approved.

Yes – 5
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
February. Following discussion, Mr. Swanston moved, seconded by
Mr. Preston that the Treasurer's Reports, Budget Control and Analysis of
Revenue Reports for all funds for the month of February be approved.

Yes - 6
No - 0, motion carried

ACCEPTANCE OF EXTRA CLASSROOM AUDIT:

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

Yes - 6
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 January 1, 2016 through March 10, 2016. Mr. O'Bryan moved, seconded by Mr. Swanston to accept the report as annexed to these minutes.

Yes - 6
No - 0, motion carried

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Dr. Comeau that the Board enter into an executive session to begin the process of completing the evaluation for the District Superintendent and to discuss CSEA Negotiations.

Yes - 6
No - 0, motion carried

The Board entered into an executive session at 7:28 P.M.

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

Yes - 6
No - 0, motion carried

The Board left executive session at 8:07 P.M.

ESTABLISHMENT OF STANDARD WORKING DAY FOR THE PURPOSE OF DETERMINING DAY WORKED REPORTABLE TO THE NEW YORK STATE AND LOCAL EMPLOYEE'S RETIREMENT SYSTEM:

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

Principal Clerk – 7 ½ Hours Per Day/5 Days Per Week
Employment & Training Coordinator – 8 Hours Per Day/5 Days Per Week
Employment & Training Assistant (CDOS Program) – 8 Hours Per Day/5 Days Per Week
Food Service Manager – 7 ½ Hours Per Day/5 Days Per Week
Computer Technical Support Specialist – 6 ½ Hours Per Day/5 Days Per Week

Yes - 6
No - 0, motion carried

RESIGNATIONS:

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

- Pamela W. Bessette – Teaching Assistant (Due to Retirement – Effective 06/27/16)
- Phyllis Grady – Special Education Teacher (Due to Retirement – Effective 06/23/16)
- Pamela M. Lapage – Teaching Assistant (Due to Retirement – Effective 06/26/16)
- Michelle Law – School Support Assistant (Effective 06/30/16)
- Marian M. McGarvey – Adult Education Teacher (Due to Retirement – Effective 06/30/16)
- Deborah McGill – Adult Education Teacher (Due to Retirement – Effective 06/23/16)
- Rhonda Meserole – Social Studies Teacher (Due to Retirement – Effective 06/23/16)
- Laura Montgomery – Adult Education Teacher (Due to Retirement – Effective 06/30/16)
- Ronald J. Noreault – Teaching Assistant (Due to Retirement – Effective 06/23/16)

Yes - 6
No - 0, motion carried

CREATION OF POSITION:

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

Employment & Training Assistant (CDOS Program – Currently located NFCA)

Yes - 6
No - 0, motion carried

ABOLISHMENT OF POSITION:

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

Sylvia Levesque – French Teacher 65% (Effective 06/23/16)

Yes - 6
No - 0, motion carried

CHANGE IN POSITION STATUS:

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. Russell that the position status for the following be changed:

- Michelle Law – School Support Assistant 100% to 40% (Effective 07/01/16)
- Joshua Zenger – Physical Therapist Assistant 100% to 85% (Effective 09/01/16)

Yes - 6
No - 0, motion carried

APPOINTMENTS:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Dr. Comeau that:

Alexandria Bevilacqua, be appointed as a TEACHING ASSISTANT commencing on 04/01/16, salary to be at Grade 12, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16 *pursuant to a Feinerman's Agreement.*

Michael C. Gardephe, be appointed as a CLEANER commencing on 03/18/16, salary to be at Grade 1, Step 10 of the Non-Instructional Salary Schedule for the school year 2015-16.

Corri L. Johnston, be appointed as a REGISTERED PROFESSIONAL NURSE commencing on 03/17/16, salary to be at Grade 14, Step 10 of the Non-Instructional Salary Schedule for the school year 2015-16.

Yes - 6

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute (Pending Fingerprint Clearance)

Pamela Bessette (Teacher/Teaching Assistant – 2016-17 School Year)
Jarrett Bond (Teacher/Teaching Assistant/Teacher Aide/School Monitor)
Patricia Cushman (Teacher/Teaching Assistant/Teacher Aide/School Monitor)
Sheila Gavin (Teacher/Teaching Assistant – Effective 04/01/16)
Pamela M. Lapage (Teacher/Teaching Assistant – 2016-17 School Year)
Natalie Richards (Teacher/Teaching Assistant/Teacher Aide)

Adult Education Instructors (CNA Program) - \$40 Per Hour

Michelle Denny (Up to 20 Hours)
Patricia Ventiquattro (Up to 20 Hours)

TASC Examiner - \$20 Per Hour

Brian Curtin (Up to 70 Hours)
Rebecca Oey (Up to 60 Hours)
Maureen Babbie (Up to 60 Hours)

Yes - 6

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:

- Adult Education Teacher – 3 Positions (Currently located BOCES Wide)
- Driver Education Instructor (Currently located BOCES Wide - *Anticipated*)
- Employment & Training Assistant (CDOS Program – Currently located NFCA)
- Food Services Manager (Currently located NFCA – Effective 2016-17 School Year)
- Gaming & Coding Teacher (Currently located BOCES Wide - *Anticipated*)
- Librarian/Media Specialist .85 (Currently located NFCA - *Anticipated*)
- School Support Assistant 40% (Currently located BOCES Wide – Effective 07/01/16)
- Social Studies Teacher (Currently located at AEC – Effective 2016-17 School Year)
- Special Education Teacher (Currently located NFEC)
- Teacher Aide (Currently located at AEC)
- Teacher of the Blind and Partially Sighted (Currently located NFCA)
- Teaching Assistant – 3 Positions (Currently located at NFEC)

Mr. O’Bryan moved, seconded by Mr. Preston that Mr. Shafer be authorized to fill all vacancies for the 2016-17 school year.

Yes - 6
No - 0, motion carried

BOCES BUDGET FOR 2016-17:

Mr. Shafer reviewed the tentative 2016-2017 BOCES Administrative Budget with the Board. Mr. O’Bryan moved, seconded by Dr. Comeau that the tentative Budget for the 2016-2017 school year in the amount of \$22,084,823 be approved for presentation to the component school districts.

Yes - 6
No - 0, motion carried

Arrangements for the Annual Meeting to be held on Thursday, April 7, 2016 beginning at 7:00 P.M. at the North Franklin Educational Center were also discussed. Mr. Shafer reported that nominations have been received from the Malone Central School District for Donna Kissane, the Raquette Lake Union Free School District for Elizabeth Forsell the St. Regis Falls Central School District for Thomas O’Bryan in connection with the Annual Election scheduled for April 19, 2016 for the three (3) BOCES membership vacancies for the three-year terms of July 1, 2016 to June 30, 2019.

CONSIDERATION OF CALENDARS FOR FEH BOCES (NFEC), 12-MONTH CALENDAR AND PAYDATES FOR 2016-17:

Dr. Comeau moved, seconded by that the 2016-17 Calendar for FEH BOCES (NFEC), the 2016-17 Annual 12-month Calendar and the 2016-17 Paydates be adopted.

Yes - 5
No - 1, Mr. Egan, 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. Swanston that the written report for the period of December 9, 2015 – March 9, 2016 submitted by Esther Debyah, Claims Auditor and dated 03/9/16, be accepted.

Yes - 6
No - 0, motion carried

**APPROVAL OF STIPEND
RATES FOR STAFF
DEVELOPMENT DAY
ACTIVITIES FOR 2016-17:**

Mr. O’Bryan moved, seconded by Mr. Russell that stipend rates for staff development day be approved as annexed to these minutes.

Yes - 6
No - 0, motion carried

STUDENT TRAVEL:

Mr. O’Bryan moved, seconded by Mr. Preston that the following student activities be approved:

New Vision – Health (AEC) – Tour of New England Medical Centers – May 19-20, 2016, Lebanon, New Hampshire and Boston, Massachusetts

Yes - 6
No - 0, motion carried

**ACADEMIC EXCELLENCE
AWARDS BANQUET/BOCES
AWARDS CEREMONIES:**

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

Academic Excellence Awards Banquet – June 12, 2016, Crowne Plaza, Lake Placid

AEC: CTE, June 13, 9:00 AM, NCCC Gymnasium
New Vision – June 13, 11:00 AM, Adirondack Medical Center (Redfield Room)
NFEC: CTE, June 13, 9:00 AM, Franklin Academy
New Vision (Health), June 14, 10:00 AM, Alice Hyde Medical Center, Conference Room
New Vision (Law & Government), June 16, 9:00 AM, Centenary Methodist Church

Yes - 6
No - 0, motion carried

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

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

Agreements in connection with Certified Nurse’s Aide Refresher Trainings
OPWDD CON Application

Yes - 6
No - 0, motion carried

APPROVAL OF SUCCESSOR AGREEMENT WITH FEH ADMINISTRATORS' ASSOCIATION:

Mr. O'Bryan moved, seconded by Dr. Comeau that the successor Agreement with the FEH Administrators' Association be approved as annexed to these minutes.

Yes - 6
No - 0, motion carried

CAPITAL PROJECTS - CONSIDERATION OF BID IN CONNECTION WITH NFEC BOILER CONVERSION PROJECT:

Mr. Shafer discussed options with the Board for the Capital Project. After consideration, Mr. Preston moved, seconded by Mr. O'Bryan that the low bid meeting specifications submitted by K&L Plumbing, Inc. in the amount of \$74,000, for the Boiler Conversion Project at the North Franklin Educational Center be accepted.

Yes - 6
No - 0, motion carried

Mr. O'Bryan moved, seconded by Mr. Preston that the Board President be authorized to sign the Contract Agreement between the Franklin-Essex-Hamilton BOCES and K&L Plumbing, Inc. in connection with the Boiler Conversion Project at the North Franklin Educational Center for a total amount not to exceed \$74,000.

Yes - 6
No - 0, motion carried

Mr. Swanston moved, seconded by Mr. O'Bryan that Charles LaBrake be appointed as the Clerk of the Works in connection with the upcoming Boiler Conversion Project at the North Franklin Educational Center at no additional compensation.

Yes - 6
No - 0, motion carried

AUTHORIZATION TO ACCEPT BID AND PURCHASE LENOVO COMPUTERS:

Mr. Swanston moved, seconded by Dr. Comeau that the BOCES be authorized to accept the low bid meeting specifications submitted by Quality & Assurance Technology in the amount of \$48,933.19 for Lenovo Computers.

Yes - 6
No - 0, motion carried

FEH SCHOOL BOARDS ASSOCIATIONS MEETING – 4/7/16:

There will be an FEH School Boards Association Meeting on April 7, 2016 from 4:30-6:30 PM at Franklin Academy High School in Malone.

NORTHERN BORDERS ACADEMY KICK-OFF EVENT – 3/30/16:

A Northern Borders Academy Kick-off Event will be held on March 30, 2016 at North Country Community College, Malone Campus from 6:00-8:00 PM.

**NFEC NATIONAL
TECHNICAL HONOR
SOCIETY'S INDUCTION
CEREMONY:**

The NFEC National Technical Honor Society's Induction Ceremony will be held at the North Franklin Educational Center at 6:30 PM, March 30, 2016.

**AEC NATIONAL
TECHNICAL HONOR
SOCIETY'S INDUCTION
CEREMONY:**

The AEC National Technical Honor Society's Induction Ceremony will be held at the Adirondack Educational Center at 6:00 PM, March 31, 2016.

ADJOURNMENT:

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

Yes - 6

No - 0, motion carried

Meeting adjourned at 9:39 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk