

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

DATE: April 21, 2016

LOCATION: North Franklin Educational Center, Malone, New York/3737 South Atlantic Ave. #703, South Daytona Beach, FL. (Videoconference)

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Ralph H. Russell, Jules J. Comeau, Stephen J. Dupree, Thomas O’ Bryan, Richard M. Preston, John G. Swanston

MEMBERS ABSENT: George S. Cook, Emily M. Lauzon

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

VISITORS: Dan Leonard, Jason Jantzi, Joe Edick, Kevin Kerr

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to order at 7:02 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. Dr. Comeau moved, seconded by Mr. Russell that the minutes of the regular meeting of March 17, 2016 as well as the annual meeting of April 7, 2016 be approved.

Yes - 7
No - 0, motion carried

CONSIDERATION OF VEHICLE PURCHASE: Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Russell that the following vehicle be purchased pursuant to the Franklin-Essex-Hamilton BOCES Purchasing Policy. Leonard’s Bus Sales currently holds the NYS Contract Award# 22081 Contract# PC65333 for this vehicle as follows:

Chevrolet Trans Tech 14 Passenger Bus \$56,261.02
(price includes backup camera)

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 Funds as well as the Group Checking and Payroll Checking for the month of March. Following discussion, Mr. Russell moved, seconded by Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of March be approved.

Yes - 7
No - 0, motion carried

**QUARTERLY UPDATE ON
INTERNAL AUDIT
FUNCTION:**

Mr. Asse gave the board a report on the Internal Audit Function. The Board was provided the latest draft of internal business office procedures.

**PRESENTATION ON THE
AUDIT REPORT
PREPARED BY THE
OFFICE OF THE STATE
COMPTROLLER:**

Mr. Asse reviewed the Audit Report prepared by the office of the State Comptroller with the Board. There were no findings in the audit.

PRESENTATION:

Jason Jantzi and Joe Edick, BCA Architects and Engineers gave the Board an update on the Capital Project planning.

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. O'Bryan that the Board enter into an executive session to complete the evaluation of the District Superintendent, to discuss potential amendments and extension of the employment contract with the district superintendent and discuss the status of CSEA Negotiations.

Yes - 7
No - 0, motion carried

The Board entered into an executive session at 9:23 P.M.

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

Yes - 7
No - 0, motion carried

The Board left executive session at 10:02 P.M.

RESIGNATIONS:

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

Wendy Magnan – Registered Professional Nurse (Effective 04/8/16)
Danielle O'Mara – School Counselor (Effective 06/30/16)
June A. Parmeter – Special Education Teacher (Due to Retirement – Effective 06/30/16)

Yes - 7
No - 0, motion carried

CREATION OF POSITIONS:

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

- Typist (Currently located Franklin Academy High School – Effective 07/01/16)
- Teacher Aide (Currently located at Chateaugay Central School – Effective 09/01/16)

Yes - 7
No - 0, motion carried

ABOLISHMENT OF POSITIONS:

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

- Adult Education Teacher – 2 Positions (Effective 07/01/16)
- Senior Clerk (Sarah Ghostlaw - Effective 06/30/16)
- Teaching Assistant – 4 Positions (Effective 07/01/16)
- Art Teacher – Annette M. VanBrocklin (*Pursuant to 3014(b)*)
- Music Teacher – Joseph Ianaconi (*Pursuant to 3014(b)*)
- School Monitor (Steven Mulverhill – Effective 09/01/16)

Yes - 7
No - 0, motion carried

CALL BACK:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Dr. Comeau that the following be called back:

- Lori Buno-Taylor – Special Education Teacher (Located at Chateaugay Central School) \$70,662 (Effective 09/01/16)

Yes - 7
No - 0, motion carried

APPOINTMENTS:

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

Carrie Riley, be appointed as a TEACHER AIDE commencing on 05/01/16, salary to be at Grade 11, Step 1 of the Non-Instructional Salary Schedule for the school year 2015-16.

Daniel Valenzuela, be appointed as a SUMMER SCHOOL ADMINISTRATIVE INTERN with a stipend of \$3,000.

John Carr, who is permanently certified in Business and Distributive Education, is hereby appointed to the position of DRIVER EDUCATION tenure area for a probationary period commencing on 09/01/16 and terminating on 08/31/20, salary for the 2016-17 school year is based on Step 7.

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 or she) will not be eligible for tenure at that time.

Yes - 7
No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute (Pending Fingerprint Clearance)

Elizabeth Manor (Teaching Assistant/Aide/Monitor/Clerical)

Rhonda Messerole (Teacher/Teaching Assistant – Effective 2016-17 School Year)

Nancy McLean-Boyer (Speech & Hearing Handicapped Teacher)

Casandra Stone (Teacher/Teaching Assistant/Teacher Aide/Clerical)

Yes - 7

No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. O'Bryan that the leave of absence for Sarah Ghostlaw, Senior Clerk (03/12/16 – 04/19/16), be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF
SUBSTITUTE/HOURLY
RATES FOR 2016-17
SCHOOL YEAR:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Mr. Russell that:

Substitute Teacher*:

\$88 Daily Rate – Certified Teacher

\$78 Daily Rate – 4-Year Degree

\$70 Daily Rate – Non-Degree

Substitute Teaching Assistant*:

\$86 Daily Rate – Certified Teacher

\$76 Daily Rate – Certified Teaching Assistant

\$65 Daily Rate – Non-Degree/Uncertified

*Any teacher substitute (certified or not) working more than 10 days (day 11 and on) in a single teaching position (for the same teacher) – 1/200 Daily Rate or 1/1,200 Hourly Rate.

Substitute Teacher Aide - \$64 Daily Rate

Substitute School Monitor - \$59 Daily Rate

Substitute Clerical - \$10.00 Per Hour

Substitute Registered Professional Nurse - \$135 Daily Rate

Substitute Licensed Practical Nurse - \$112 Daily Rate

Substitute Cleaner - \$10.00 Per Hour

Substitute Laborer - \$10.00 Per Hour

Substitute Motor Vehicle Operator – \$10.64 Per Hour

Job Coach - \$13.25 Per Hour

Employment & Training Assistant - \$18.78 Per Hour

Adult and Continuing Education 2016-17

- Classes that lead to the issuance of a formal credential \$40/Hour
- Classes that do not lead to the issuance of a formal credential \$30/Hour

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:

Adult Education Teacher (Currently located BOCES Wide)
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)
Librarian/Media Specialist .85 (Currently located NFCA - *Anticipated*)
School Counselor (Currently located NFCA)
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 Adie (Currently located at Chateaugay Central School – Effective 2016-17 School Year)
Teacher of the Blind and Partially Sighted (Currently located NFCA)
Typist (Currently located Franklin Academy High School)

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

Yes - 7

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 Mr. Russell that the tentative Budget for the 2016-2017 school year in the amount of \$22,084,823 be approved.

Yes - 7

No - 0, motion carried

CONSIDERATION OF CALENDAR FOR FEH BOCES (AEC):

Dr. Comeau moved, seconded by Mr. O’Bryan that the 2016-17 Calendar for FEH BOCES (AEC) be adopted.

Yes - 7

No - 0, motion carried

APPROVAL OF FIRE INSPECTION REPORTS FOR ALL BOCES FACILITIES:

Mr. Shafer reviewed the Verification of Correction of Violations Cited in Fire Inspections by John Warneck, NCE Environmental Consultants. Following discussion, Dr. Comeau moved, seconded by Mr. Swanston that the Fire Inspection Reports for all BOCES facilities, which are in full compliance, be accepted.

Yes - 7
No - 0, motion carried

APPROVAL OF 5 YEAR CTE RESERVE PLAN 2016-17 THROUGH 2020-21:

Mr. Preston moved, seconded by Mr. O'Bryan that the 5 Year CTE Reserve Plan 2016-17 through 2020-21 be approved as annexed to these minutes.

Yes - 7
No - 0, motion carried

APPROVAL OF REVISED POLICY REGARDING TUITION RATES FOR ADULTS IN ALL CTE PROGRAMS:

Dr. Comeau moved, seconded by Mr. Dupree that the revised policy regarding tuition rates for adults in all CTE programs be approved as annexed to these minutes.

Yes - 7
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

- Agreement with Alice Hyde Medical Center in connection with New Vision Educational Program
- Agreement with Centenary United Methodist Church in connection with New Vision Government and Law Program
- Agreement with Citizens Advocates, Inc. in connection with providing Clinical Work Experience
- Agreement with Giggles & Wiggles Daycare Center in connection with the Early Childhood Education Program
- Agreement with Adirondack Alarms LLC in connection with the monitoring of the Fire System at North Franklin Ed Ctr
- Agreement with Adirondack Alarms LLC in connection with the monitoring of the Fire System at Adirondack Ed Ctr
- Agreement with Simplex/Grinnell in connection with Fire Alarm Inspection Proposal with North Franklin Ed Ctr
- Agreement with Simplex/Grinnell in connection with Fire Alarm Inspection Proposal with Adirondack Ed Ctr
- Revised Agreement with AHMC in connection with Physical Therapy at Chateaugay CSD
- Agreement with CVES in connection with the Snap Agreement
- Agreement with Esther Debyah in connection with Claims Auditing Services
- Agreement with Adirondack Community Action Program in connection with North Country Workforce Development Board
- Agreement with Catholic Charities in connection with WIOA In-School Youth Program

Agreement with Catholic Charities in connection with WIOA Out-of-School Youth Program
Agreement with Chateaugay CSD in connection with NCWDB WIOA In-School Youth Program
Agreement with THR Staffing, Inc. in connection with Youth In-School Program
Agreement with THR Staffing, Inc. in connection with Youth Out-Of-School Program
Agreement with Press Republican

Yes - 7
No - 0, motion carried

APPROVAL OF WORK SITES:

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

Yes - 7
No - 0, motion carried

DATE CHANGE FOR MAY BOARD MEETING:

Following discussion, Dr. Comeau moved, seconded by Mr. O'Bryan that the May Board meeting date be changed to Wednesday, May 18, 2016. The location and time will remain the same at the Adirondack Educational Center beginning at 7:00 PM.

Yes - 7
No - 0, motion carried

APPROVAL OF UPCOMING MEETING:

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

Area 6 Dinner Meeting, Golf Club, Malone – July 27, 2016

Yes - 7
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 for new programs being offered to students at BOCES. Following discussion, Mr. O'Bryan moved, seconded by Mr. Russell that the BOCES be authorized to advertise bids for Lenovo Computers.

Yes - 7
No - 0, motion carried

CAPITAL PROJECTS IN CONNECTION WITH NFEC BOILER CONVERSION PROJECT:

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

Yes - 7
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. Preston 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

COMBINED CIVIL RIGHTS COMPLIANCE APPOINTMENT THROUGH JUNE 30, 2016:

Upon the recommendation of Carol Litrides, Methods of Administration (MOA) & Title IX Coordinator, Dr. Comeau moved, seconded by Mr. Swanston that Cheryl Felt be appointed as follows effective 04/21/16 for the remainder of the 2015-16 school year:

Title II Compliance Officer
Title VI Compliance Officer
Title IX Compliance Officer
Section 504 Compliance Officer

and henceforth, recognize Cheryl Felt as the Civil Rights Compliance Officer, which encompasses the above mentioned federal laws:

Yes - 7
No - 0, motion carried

REVIEW OF BOCES ANNUAL MEETING, RESULTS OF ANNUAL ELECTION OF MEMBERS OF THE BOCES, AND VOTE ON ADMINISTRATIVE BUDGET CONDUCTED ON APRIL 19, 2016:

The Board discussed the BOCES Annual Meeting held on April 7, 2016 and reviewed the results of the Annual Election of members of the BOCES and vote on Administrative Budget conducted on April 19, 2016.

REQUEST FROM SARANAC LAKE VOLUNTEER RESCUE SQUAD, INC. FOR A DONATION:

The Board was advised that a request came from Saranac Lake Volunteer Rescue Squad requesting a donation. Mr. Shafer noted that it is not permissible for BOCES to make a donation. He expressed appreciation for the service provided by the Saranac Lake Volunteer Rescue Squad, Inc. at AEC.

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

The Board was reminded of the following:

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

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 10:32 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk