

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

**DATE:** May 18, 2016

**LOCATION:** Adirondack Educational Center, Saranac Lake, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Ralph H. Russell, Jules J. Comeau, Stephen J. Dupree, Emily M. Lauzon, Thomas O'Bryan, Richard M. Preston

**MEMBERS ABSENT:** George S. Cook, John G. Swanston

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

**VISITORS:** Rachel Rissetto, Elizabeth Forsell

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:03 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 Mr. Dupree that the minutes of the regular meeting of April 21, 2016 be approved.

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

Yes - 7  
No - 0, motion carried

**APPROVAL OF  
AMENDMENT TO THE  
2015-16 BOCES BUDGET:**

Mr. Russell moved, seconded by Dr. Comeau that the BOCES Budget for the 2015-16 school year be amended in the amount of \$400,000.00 in order to provide additional appropriations for anticipated expenditures based on services to be provided to component school districts.

Yes - 7  
No - 0, motion carried

**PRESENTATION BY  
HARRIS BEACH PLLC  
REGARDING BOND  
COUNSEL SERVICES (VIA  
PHONE):**

Charles Schachter, Partner, Harris Beach, PLLC gave the board an overview of the services they would provide as Bond Counsel.

**PRESENTATION BY  
BERNARD P. DONEGAN,  
INC. – FINANCIAL  
ADVISORY SERVICES (VIA  
PHONE):**

Jessica Bianchi, Municipal Consultant, Bernard P. Donegan, Inc. presented the board with the services they would provide as Financial Advisors.

**EXECUTIVE SESSION:**

Mr. Russell moved, seconded by Mr. Dupree that the Board enter into an executive session for discussion regarding CSEA Negotiations.

Yes - 7  
No - 0, motion carried

The Board entered into an executive session at 8:24 P.M.

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

Yes - 7  
No - 0, motion carried

The Board left executive session at 8:50 P.M.

**ABOLISHMENT OF  
POSITION:**

Upon the recommendation of Mr. Shafer, Mr. Preston moved, seconded by Dr. Comeau that the following position be abolished:

School Support Assistant 40% (Currently BOCES Wide – 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 Mrs. Lauzon that the following positons be created:

- Cook Manager (Currently located NFCA)
- ELA/Social Studies Teacher (Currently located at Franklin Academy)
- Safety Specialist 30% (Currently located BOCES Wide)

Yes - 7  
No - 0, motion carried

**APPOINTMENTS:**

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

Steven Mulverhill, be appointed as a TEACHER AIDE commencing on 07/01/16, salary to be at Grade 11, Step 15 of the Non-Instructional Salary Schedule for the school year 2016-17.

Tracy Scott, be appointed as a REGISTERED PROFESSIONAL NURSE commencing on 09/01/16, salary to be at Grade 14, Step 6 of the Non-Instructional Salary Schedule for the school year 2016-17.

Alexii Shook, be appointed as a TYPIST commencing on 07/01/16, salary to be at Grade 6, Step 1 of the Non-Instructional Salary Schedule for the school year 2016-17.

Yes - 7  
No - 0, motion carried

**PART-TIME & OCCASIONAL EMPLOYEES:**

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

Temporary Executive Secretary - \$16.67 Per Hour

Esther Debyah (2 days to assist with upcoming ceremonies preparation work)

Extra Program Employment

Susan Johnston – Occupational Therapist - \$59.17 Per Hour (Additional 95 Hours)

Patricia Ventiquattro – Health Occupations Teacher - \$53.54 Per Hour (Up to 25 Hours)

School Bus Driver Training Instructor – 2016-17 School Year (See Attached)

Extra Program Employment in Connection with Wincap Transition for Saranac & Saranac Lake

Stephanie Bannon (Up to 48 Hours)

Caroline Durant (Up to 48 Hours)

Sharon Earle (Up to 56 Hours)

Jamie O’Dell (Up to 48 Hours)

Substitute

Lena Marshall (Add Substitute Clerical)  
June Parmeter (Teacher/Teaching Assistant)

Summer Laborers - \$10.00 Per Hour (Based on 8 Hours Per Day and a Maximum of 40 Days Each)

Effective 06/25/16 through 08/31/16)

Devon Livernois  
Brett Griffin  
Nicholas Hart

Part-time School Food Service Manager (Pending Final Approval from the Dept. of Civil Service)

Scott Spillane - \$234.78 (Up to 72 days 2016-17 School Year)

**Club Advisors 2016-17 (paid)**

North Franklin Educational Center:

Student Council (3 Advisors - \$800 Each)  
Barbara Hart  
James Lalonde  
Jennifer Sienkiewicz

**Acting Principal 2016-17 - \$900 Each**

NFEC: James LaLonde  
AEC: Joanne Williams

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)  
Cook Manager (Currently located NFCA)  
ELA/Social Studies Teacher (Currently located at Franklin Academy)  
Employment & Training Assistant (CDOS Program – Currently located NFCA)  
Food Services Manager 40% (Currently located NFCA)  
Gaming & Coding Teacher (Currently located BOCES Wide)  
Librarian/Media Specialist .85 (Currently located NFCA)  
Safety Specialist 30% (Currently located BOCES Wide)  
School Counselor (Currently located NFCA)  
Social Studies Teacher (Currently located at AEC)  
Special Education Teacher (Currently located NFEC)  
Teacher of the Blind and Partially Sighted (Currently located NFCA)

Dr. Comeau moved, seconded by Mr. Dupree that Mr. Shafer be authorized to fill all vacancies for the 2016-17 school year.

Yes - 7

No - 0, motion carried

**APPROVAL OF DATES AND LOCATIONS FOR APRIL MEETINGS:**

Mr. Dupree moved, seconded by Mr. O’Bryan that President Egan set the following dates for the 2016-17 school year pursuant to Section 1950 of the Education Law:

BOCES Annual Meeting - Thursday, April 6, 2017, Adirondack Educational Center

BOCES Annual Election and Vote on Administrative Budget - Tuesday, April 25, 2017

BOCES Regular Meeting - Thursday, April 27, 2017, NFEC, Malone

Yes - 7

No - 0, motion carried

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

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

Agreement with Harris Beach PLLC for Bond Counsel Services

Agreement with Bernard P. Donegan, Inc. for Financial Advisory Services

Agreement with North Country Habitat for Humanity in connection with rehabilitation project at location to be determined in Malone

Agreement with Core Climate Systems in connection with HVAC Maintenance System Contract at NFEC

Agreement with Core Climate Systems in connection with HVAC Maintenance System Contract at AEC

Agreement with CP Enterprises in connection with electrical services

Agreement with Alice Hyde Medical Center/The Alice Center in connection with Certified Nurse’s Training

Agreement with Alice Hyde Medical Center/The Alice Center/Nursing Home in connection with Health Occupations/Nursing Assisting program

Agreement with Adirondack Health in connection with New Vision Program

Agreement with St. Lawrence-Lewis BOCES in connection with the Cooperative Purchasing Agreement and Board Resolution

Yes - 7

No - 0, motion carried

**APPROVAL FOR UPCOMING MEETING:**

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

NYSSBA’s Annual Convention and Education Expo in Buffalo, October 27-29, 2016

Yes - 7

No - 0, motion carried

**STUDENT TRAVEL:**

Mr. Dupree moved, seconded by Mrs. Lauzon that the following student activities be approved:

New Vision Government and Law – Tours/Visit with State Legislators – June 12-14, 2016, Lake George/Albany

Yes - 7  
No - 0, motion carried

**CONSIDERATION AND AUTHORIZATION TO ACCEPT LENOVO COMPUTERS BID AT NFEC:**

Mr. Shafer and the Board reviewed the tabulations regarding the Lenovo Computers bid at North Franklin Educational Center. Following discussion, Mr. Preston moved, seconded by Mr. Russell that the low bid submitted by SHI International in the total amount of \$62,548.28 be accepted.

Yes - 7  
No - 0, motion carried

**AUTHORIZATION TO SEEK BIDS THROUGH AUCTIONS INTERNATIONAL FOR AN 8’x16’ SHED AND TINY HOUSE:**

Upon the recommendation of Mr. Shafer, Mrs. Lauzon moved, seconded by Mr. Russell to seek bids through Auctions International for the following:

8’ X 16’ Shed  
Tiny House

Yes - 7  
No - 0, motion carried

**AUTHORIZATION TO BID TRASH/RECYCLABLES REMOVAL – NFEC & AEC:**

Mr. Shafer informed the Board regarding the need for trash and recyclables removal from the North Franklin Educational Center and the Adirondack Educational Center. Following discussion, Mrs. Lauzon moved, seconded by Dr. Comeau that the notice to bidders be advertised.

Yes - 7  
No - 0, motion carried

**APPROVAL OF AMENDMENT AND EXTENSION OF EMPLOYMENT AGREEMENT FOR THE DISTRICT SUPERINTENDENT:**

Mr. O’Bryan moved, seconded by Mr. Preston that the amendment and extension of employment agreement for the District Superintendent be approved.

Yes - 7  
No - 0, motion carried

**APPROVAL OF WORK SITES:**

Mr. Dupree moved, seconded by Dr. Comeau that the attached work sites be approved.

Yes - 7  
No - 0, motion carried

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

Mrs. Lauzon moved, seconded by Mr. O’Bryan that a membership for the NYS Model Schools Consortium in the amount of \$300 be approved.

Yes - 7  
No - 0, motion carried

**ANNUAL PROFESSIONAL PERFORMANCE REVIEW PLAN:**

Dr. Comeau moved, seconded by Mr. O’Bryan that the Annual Professional Performance Review Plan was reviewed by the committee and there are no changes for the 2016-17 school year.

Yes - 7  
No - 0, motion carried

**AUTHORIZATION TO ACCEPT DONATION:**

Mrs. Lauzon moved, seconded by Mr. Dupree that a donation from Glen Johnson of an Air Conditioner Condenser, Evaporator and Heating Coil equipment with an estimated value of \$350 be accepted to be using in connection with the Heating, Ventilation and Air Conditioning Program.

Yes - 7  
No - 0, motion carried

**CONSIDERATION OF VEHICLE PURCHASE:**

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Mr. Preston that consideration to purchase a 2016 Chevrolet Express Cargo Van 2500 be tabled.

Yes - 7  
No - 0, motion carried

**DRINKING WATER TESTING:**

Mr. Shafer informed the board that the drinking water at both NFEC and AEC will be tested as soon as possible in lieu of recent findings in several schools around the state. Per discussion with the board, a final decision will be made as to which vendor will be utilized for the testing based on a comparison of costs.

**NFEC/AEC HONOR ROLL:**

The board was given lists of students on the honor roll for NFEC and AEC.

**STATE EDUCATION DEPARTMENT TIMELINE:**

Mr. Shafer shared a State Education Department timeline regarding ELA and Mathematics Standards, Curriculum, and Assessment Implementation.

**CORRESPONDENCE FROM LAKE PLACID BOARD:**

A letter from the lake Placid Board of Education regarding their concerns about the BOCES Budget was shared with the BOCES Board members and discussion was held. Mr. Shafer is planning to meet with the Lake Placid board to address their concerns.

**ADJOURNMENT:**

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

Yes - 7  
No - 0, motion carried

Meeting adjourned at 9:59 P.M.

These minutes approved \_\_\_\_\_

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Lisa M. Mastry, Clerk