

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

DATE: June 16, 2016

LOCATION: North Franklin Educational Center, Malone, New York

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 (Absent)
Lisa M. Mastry, Clerk
Cheryl A. Felt, Deputy Superintendent
Rodney Asse, Director of Management and Finance

VISITORS: Esther Debyah, Elizabeth Forsell

**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. Dr. Comeau moved, seconded by Mr. Swanston that the minutes of
the regular meeting of May 18, 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
May. Following discussion, Mr. Dupree moved, seconded by Mr. Russell
that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports
for all funds for the month of May be approved.

Yes - 7
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 March 24, 2016 through June 2, 2016. Following discussion, Mr. Russell moved, seconded by Dr. Comeau to accept the report as annexed to these minutes.

Yes - 7
No - 0, motion carried

**ACCEPTANCE OF EXTRA
CLASSROOM AUDIT:**

The Board received a report on the findings of the Extraclassroom Audit. Following discussion, Mr. O'Bryan moved, seconded by Mr. Preston that the report be accepted.

Yes - 7
No - 0, motion carried

**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, Mr. Dupree moved, seconded by Mr. Russell that the Biannual Presentation and Claims Audit Report for the period of March 17 – June 8, 2016 submitted by Esther Debyah, Claims Auditor and dated 6/8/16, be accepted.

Yes - 7
No - 0, motion carried

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. Russell that the Board enter into an executive session for the purpose of discussing employment agreements for the Director of Management and Finance and the Deputy Superintendent.

Yes - 7
No - 0, motion carried

The Board entered into an executive session at 7:33 P.M.

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

Yes - 7
No - 0, motion carried

The Board left executive session at 7:44 P.M.

CREATION OF POSITION:

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

Account Clerk (To be located in the BOCES Business Office – Effective 07/01/16)

Yes - 7
No - 0, motion carried

RESIGNATIONS:

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

- Sarah Ghostlaw- Senior Clerk (Effective 06/30/16)
- Susan Kelley – Secretary to Program Administrator (Due to Retirement – Effective 06/28/16)
- Michelle Law – School Support Assistant (Revised Resignation Date to 06/10/16)
- Bryant Robinson – CDOS Coordinator (Effective 06/16/16)

Yes - 7
No - 0, motion carried

CHANGE IN POSITION STATUS:

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

Angela M. Mackey – Clerk (10-Month to 12-Month) Grade 5 (Effective 07/01/16)

Yes - 7
No - 0, motion carried

APPOINTMENTS:

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

Merrill K. Pierce, who is permanently certified in Social Studies 7-12, is hereby appointed to the position of Social Studies tenure area for a probationary period commencing on 09/01/16 and anticipated to end on 08/31/19.

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 will not be eligible for tenure at that time.

Yes - 7
No - 0, motion carried

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

Alexandria Harris, who holds an Initial Certificate time Extension in Social Studies 7-12, is hereby appointed to the position of Social Studies tenure area for a probationary period commencing on 09/01/16 and anticipated to end on 08/31/20.

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 will not be eligible for tenure at that time.

Yes - 7

No - 0, motion carried

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

Darci Hart, who holds a Professional Certificate as an At-will Employee in English Language Arts 7-12, is hereby appointed to the position of Adult Education Teacher, commencing on 09/01/16, salary to be at Step 9 of the Instructional Salary Schedule.

Yes - 7

No - 0, motion carried

**APPOINTMENTS
PURSUANT TO
FEINERMAN'S
AGREEMENT:**

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

Adam Barse, be appointed as a Gaming & Coding Teacher, commencing on 09/01/16 and terminating on 06/30/17, salary to be at Step 1 of the Instructional Salary Schedule.

Clarence Brockway III, be appointed as a Building Trades Teacher, commencing on 09/01/16 and terminating on 06/30/17, salary to be at Step 3 of the Instructional Salary Schedule.

Karie Doelger, be appointed as a School Library System Director, commencing on 07/01/16 and terminating on 06/30/17, salary to be at \$74,133 – based on the Administrators' Contract 12-Month Salary.

Bethaney Cotten, be appointed as a Library Media Specialist .85, commencing on 09/01/16 and terminating on 06/30/17, salary to be at Step 1 of the Instructional Salary Schedule.

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Extra Program Employment

Jamie O'Dell (Up to 92 Hours for the period of 7/1/16 through 8/31/16)

June Parmeter (Up to 40 Hours through 6/30/16 in connection with CDOS Work)

School Bus Driver Training Instructors – 2016-17 School Year

Dominic Barse/Leonard Barker/Charles Perham/Norman Treptow/Daniel Shumway/Keith White/Darrin Jock/Marie Doria

Part-time Secretary to Program Administrator

Susan Kelley - \$16.65 Per Hour (Up to 280 Hours for the period of 7/1/16 – 8/31/16)

Part-time Copy Clerk - \$12.59 Per Hour

Elizabeth Poirier (Printing Service Up to 228 Hours for the period of 7/1/16 through 9/30/16)

2016 Summer Extra Program Employment/Summer School ESY/RSS (See Attached Reports)

Yes - 7

No - 0, motion carried

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

Club Advisors 2016-17

North Franklin Educational Center:

New Vision Government & Law Club - Tracy Edwards-Warren - \$200

Adirondack Educational Center:

New Vision Club - Alison Riley-Clark - \$200

Yes - 7

No - 0, motion carried

POSITIONS TO BE FILLED:

At the present time the following positions are yet to be filled:

CDOS Coordinator (Currently located BOCES Wide)

Cook Manager (Currently located NFCA)

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

School Counselor (Currently located NFCA)

Secretary to Program Administrator (Currently located NFEC)

Special Education Teacher (Currently located NFEC)

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

Yes - 7

No - 0, motion carried

**AUTHORIZATION FOR
TREASURER TO MAKE
DEPOSITS INTO THE
FOLLOWING
ESTABLISHED RESERVES:**

Based on the recommendation of the District Superintendent and following review of the Analysis of Reserve Funds, Mr. O'Bryan moved, seconded by Mr. Russell that the Treasurer be authorized to make deposits into the established reserve funds as follows:

Employee Benefit Accrued Liability Reserve (in the amount of \$61,993.65)
Career & Technology Equipment Reserve (in the amount of \$125,000.00)
Unemployment Insurance Reserve (in the amount of \$0.00)
ERS Retirement Reserve (in the amount of \$12,116.70)

Yes - 7
No - 0, motion carried

**APPROVAL FOR 2016-17
COMMITTEE
MEMBERSHIPS:**

Dr. Comeau moved, seconded by Mr. O'Bryan that the appointments to the following Committees on the list annexed to these minutes be approved:

Annual Professional Performance Review (APPR) Committee
Professional Development Plan (PDP) Committee
District-Wide Safety Committee
Technology Committee
Facilities Committee

Yes - 7
No - 0, motion carried

**ACKNOWLEDGMENT OF
CONSULTANT
COMMITTEES:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the Consultant Committees for all Career and Technical Education Programs located at both the Adirondack Educational Center and the North Franklin Educational Center as annexed to these minutes be acknowledged for the 2016-17 school year.

Yes - 7
No - 0, motion carried

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

Mr. O'Bryan moved, seconded by Mr. Dupree that the President and/or District Superintendent be authorized to sign:
Agreement with Gwendolyn Sturges in connection with physical therapy services at Adirondack Educational Center
Agreement with Malone CSD Intermunicipal Services in connection with Intermunicipal (Fuel) services
Agreement with Malone CSD for Lease of School Library System Office Space
Agreement with Citizens Advocates in connection with rental space
Contract for General Counsel Services, Guercio & Guercio, LLP
Agreement with OneWorksource in connection with the Certified Nurse's Aide training

Yes - 7
No - 0, motion carried

AUTHORIZATION FOR DEPUTY SUPERINTEDENT TO SIGN AGREEMENT WITH GEORGE COOK, M.D. FOR PHYSICIAN SERVICES:

Mr. Preston moved, seconded by Dr. Comeau that the BOCES enter into an Agreement with George Cook, M.D. for Physician Services and that Authorization be given for Cheryl Felt, Deputy Superintendent to sign.

Yes - 7
No - 0, motion carried

AUTHORIZATION AND CONSIDERATION TO BID BOCES EQUIPMENT ON AUCTIONS INTERNATIONAL:

The Board was informed regarding the need to bid the following on Auctions International:

- 1999 GMC Bus
- Chairs
- 180 gallon Stock Tank

for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. O'Bryan moved, seconded by Mr. Swanston that the notice to bidders be advertised.

Yes - 7
No - 0, motion carried

APPROVAL OF REVISED TECHNOLOGY PLAN:

Following review of the proposed changes, Dr. Comeau moved, seconded by Mr. Swanston that the Technology Plan be revised as annexed to these minutes.

Yes - 7
No - 0, motion carried

APPROVAL OF WORK SITES:

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

Yes - 7
No - 0, motion carried

APPROVAL OF REVISED PROFESSIONAL DEVELOPMENT PLAN:

Following review of the proposed changes, Mr. O'Bryan moved, seconded by Mr. Swanston that the Professional Development Plan be revised as annexed to these minutes.

Yes - 7
No - 0, motion carried

CONSIDERATION AND AUTHORIZATION TO ACCEPT TRASH/ RECYCLABLE REMOVAL BID:

The Board reviewed the tabulations regarding the Trash Removal bid in connection with the North Franklin Educational Center and Adirondack Educational Center. Following discussion, Mr. Preston moved, seconded by Mr. O'Bryan that the low bid was submitted by Adirondack Waste Solutions in the total amount of \$1,025.00 be accepted.

North Franklin Educational Center	\$650.00
Adirondack Educational Center	<u>\$375.00</u>
TOTAL	\$1,025.00

Yes - 0
No - 7, motion failed

**CONSIDERATION OF
PURCHASE AND
AUTHORIZATION
TO BID ONE (1) 2016
CHEVROLET EXPRESS
VAN:**

Mr. Asse reviewed considerations and options with the Board regarding the purchase of a 2016 Chevrolet Express Van in connection with the Courier Service for the Franklin-Essex-Hamilton BOCES.

Following discussion, Mr. Russell moved, seconded by Mr. O'Bryan that the BOCES be authorized to advertise bids for a 2016 Chevrolet Express Van and to encumber the necessary funds for the purchase as amended to include a rear view vision camera.

Yes - 7
No - 0, motion carried

**APPROVAL OF EXTENSION
OF COMPENSATION
AGREEMENT AND SALARY
AMENDMENT FOR BOTH
CHERYL FELT AND
RODNEY ASSE:**

Dr. Comeau moved, seconded by Mr. O'Bryan that the Extension of Compensation Agreement and Salary Amendment for both Cheryl Felt and Rodney Asse be tabled.

Yes - 7
No - 0, motion carried

**CONSIDERATION OF
BOCES CTE EQUIPMENT
PURCHASE:**

Cheryl Felt reviewed considerations and options with the Board regarding the purchase of CTE Equipment in connection with the:

- Culinary Arts Program at AEC - \$5,657.75
- Natural Conservation at AEC - \$6,394.56
- Auto Technology at NFEC - \$27,456.19
- Building Trades at NFEC - \$6,183
- Cosmetology at NFEC - \$2,693.25

Following discussion, Mr. O'Bryan moved, seconded by Mr. Swanston that the BOCES be authorized to purchase the CTE Equipment.

Yes - 1 (Mr. O'Bryan)
No - 6, motion failed

**AUTHORIZATION TO BID
CTE EQUIPMENT:**

Mr. Asse reviewed consideration and options with the Board regarding the purchase of Portable Sawmill in connection with the Natural Conservation Program at the Adirondack Educational Center.

Following discussion, Mr. O'Bryan moved, seconded by Dr. Comeau that the BOCES be authorized advertised bids for a Portable Sawmill.

Yes - 7
No - 0, motion carried

**ORGANIZATIONAL
MEETING - DATE, TIME
AND LOCATION:**

Dr. Comeau moved, seconded by Mr. Dupree that the organizational meeting be held on Thursday, July 21, 2016 at the Adirondack Educational Center in Saranac Lake beginning at 7:00 PM.

Yes - 7
No - 0, motion carried

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

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

Yes - 7

No - 0, motion carried

EXECUTIVE SESSION:

Dr. Comeau moved, seconded by Mr. O’Bryan that the Board enter into an executive session for the purpose of discussing APPR and CSEA Negotiations.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 8:32 P.M.

Mr. O’Bryan moved, seconded by Mr. Preston that the Board leave the executive session.

Yes - 7

No - 0, motion carried

The Board left executive session at 9:06 P.M.

**UPDATE ON CAPITAL
PROJECT:**

Mr. Asse gave the board an update on the capital project.

**FEDERAL GUIDANCE ON
TITLE IX PROTECTIONS
FOR TRANSGENDER
STUDENTS:**

Mrs. Felt reviewed a document the board received regarding Guidance on Title IX Protections for Transgender Students.

**NOMINATIONS FOR
NYSSBA AREA 6
DIRECTOR:**

The Board received a letter from Wayne Rogers asking for support in nominating him for a second term as NYSSBA Area 6 Director. Following discussion, Dr. Comeau moved, seconded by Mr. Dupree to nominate Wayne Rogers as NYSSBA Area 6 Director.

Yes - 7

No - 0, motion carried

**REPORT ON AWARDS
CEREMONIES:**

Mr. Egan and Dr. Comeau reported on the Awards Ceremonies.

BOARD COMMENTS:

The Board express an interest in the possibility of utilizing Board Docs. They would like to have a presentation from a vendor at a future meeting regarding this.

Mr. Egan is planning to attend the Lake Placid Board meeting on July 19 with Mr. Shafer.

ADJOURNMENT:

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

Yes - 7

No - 1 (Dr. Comeau), motion carried

Meeting adjourned at 9:41 P.M.

These minutes approved _____

Lisa M. Mastry, Clerk