

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

HIGHLIGHTS OF BOARD OF EDUCATION MEETING – July 19, 2012
Organizational Meeting

MEMBERS PRESENT: Thomas Derouchie, Stephen Dupree, Dennis Egan, William McConvey, Thomas O'Bryan, Gail Rogers Rice, Ralph Russell, John Swanston

MEMBERS ABSENT: Hallie Bond

OTHERS PRESENT: Stephen Shafer, Carol Lavoie

CALL TO ORDER: at 7:00 PM at the Adirondack Educational Center in Saranac Lake

PLEDGE TO FLAG: was led by President Egan

OATHS OF OFFICE:

Oaths of Office were administered to the following re-elected members of the Board by District Superintendent Shafer: Dennis J. Egan, William A. McConvey, Gail Rogers Rice

RESOLUTIONS/APPOINTMENTS PERTAINING TO ORGANIZATIONAL MEETING:

- Appointment of Clerk – Carol Lavoie
- Appointment of Officers: President – Dennis Egan, Vice President – Gail Rogers Rice
- Appointment of Treasurer(s): District Treasurer – Jamie Manor, Deputy Treasurer – Charles Archie McKee
- Appointment of Extra Classroom Activity Fund Auditor – Charles Archie McKee
- Appointment of Chief Faculty Counselors: Betsy Sageman – NFEC, Rick Swanston – AEC
- Appointment of Claims Auditor – Esther Debyah
- Appointment of Deputy Claims Auditor – Diane Hellmann
- Appointment of Purchasing Agents – Rosemary Racine, Sharon Earle
- Appointment of Independent Auditor – Seyfarth & Seyfarth, CPA's, P.C.
- Appointment of Internal Auditor – James McKee III, CPA, P.C.
- Appointment of Title IX Compliance Officer – Leslie A. LaRose
- Appointment of Medicaid Compliance Officer – Leslie A. LaRose
- Appointment of Dignity For All Students Act Coordinators: Lorraine Childs, Philip Beaney
- Authorization for Certification of Payrolls – Human Resources Coordinator
- Authorization for Budget Transfers – District Superintendent
- Authorizing the Issuance of Revenue Anticipation Notes
- Designation of Official Bank Depository – First Niagara Bank
- Designation of JP Morgan Chase Bank for Municipal High Interest Accounts for Workers' Compensation Consortium and Health Insurance Consortium

AUTHORIZATIONS PERTAINING TO ORGANIZATIONAL MEETING:

- BOCES Attorneys - Thomas LaRocque, Jack Piasecki, Karen Martell, and Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. Law Firm, Walsh & Edwards, Joseph Lavorando and Whiteman, Osterman & Hanna LLP
- FEH School Districts' Health Insurance Consortium Joint Governing Board Rep. - Stephen Shafer
- Records Access Officer – Jamie Manor

- Records Management Officer – Carol Lavoie
- Asbestos (LEA) Designee - Elgin (Joe) Wright
- Faithful Performance Blanket Bond for all persons/positions required by law including Educational Communications Delivery with limits of \$100,000 and additional \$1,000,000 coverage for District Treasurer and Deputy Treasurer
- Various Memberships for Agency and Staff
- NYSSBA Convention Delegate – Thomas Derouchie
- Board Committees:
 - Audit Committee - Board shall serve as Committee of the Whole during regular/special meetings)
 - Audit Sub Committee: Thomas O'Bryan, Ralph Russell, John Swanston (will convene when full Board is unavailable to meet and make a report to full board at a subsequent meeting)
 - FEHSBA Executive Committee – Board President, District Superintendent
 - Negotiations Committee – Thomas O'Bryan, Ralph Russell, John Swanston, Stephen Shafer & Leslie LaRose
 - Sick Leave Pool Committee – Gail Rogers Rice, John Swanston and Leslie LaRose
 - Safety Committee – Stephen Dupree
 - Technology Committee – Thomas O'Bryan
 - Annual Professional Performance Review Committee – Thomas O'Bryan
- 2012-13 Mileage Reimbursement Rate for all employees - \$.555 per mile
- District Superintendent to attend District Superintendent meetings at the expense of the BOCES and payment to be made for District Superintendent Business Account
- Workers' Compensation Coverage be provided for Board Members and Volunteers in addition to employees
- Advertising and opening bids – District Clerk or Purchasing Agent
- Dates and hours of Regular Board of Education Meetings be designated on the third Thursday of each month at 7:00 PM with meetings to alternate between Malone and Saranac Lake
- Approval for staff attendance at conferences, conventions, workshops, etc. – Dist. Supt. or designee
- Approval for various accounts and authorization to sign checks – Dist. Treasurer and Deputy Treasurer
- Approval for Extra Classroom Activity Fund Accounts at AEC/NFEC and authorization to sign checks - Central Treasurers and Principals
- Use of Electronic check signature disk to authenticate checks issued on the BOCES accounts – District Treasurer/Deputy Treasurer; or in the case of emergency - Accountant
- Authorization to sign special aid projects – District Superintendent
- Authorization to sign E-Rate applications – District Superintendent
- Authorization to sign BOCES Contracts – President and/or District Clerk
- Authorization to invest funds – District Treasurer/Deputy Treasurer
- Readoption of all Board policies currently in effect
- Authorization for Petty Cash Fund for Business Office – Charles Archie McKee

BUSINESS MATTERS:

- Minutes of the Regular Meeting held on 6/21/12 were approved as presented.
- Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of June were approved as presented.

PERSONNEL:

- The following positions were created for the 2012-13 school year:
Physical Therapist
School Psychologist 80%
- Resignations were received from Anne Reilly, Physical Therapist Assistant (Eff. 6/22/12) and David Tyldesley, Physical Education Teacher (Eff. 7/30/12).
- Loretta Charland was called back as a Teaching Assistant and Brenda Fletcher was called back as a School Monitor

- Part-time and Occasional Employees were approved as follows:

Extra Program Employment – 2012-13 School Year

Kim Bruso – Special Education Teacher (Additional 26 Hours – 2011-12 School Year)
 Candida Tavernier – RSE-TASC Transition Specialist (Up to 30 Days)
 Dana Retherford – SESIS Coordinator (Up to 20 Days)
 Brian Battistoni – School Counselor (Up to 10 Days)
 Lisette Maguire – School Counselor (Additional 3 Days)

Academic/Regional Summer School 2012-13

Heather Phippen – Art Teacher (33% to 67%)
 Jamie Armstrong – Science Teacher 67%
 Lori Staves – Social Studies/Math Teacher (67% to 50%)
 Giselle Hance – Registered Professional Nurse - \$175 for 6 Days
 Lori Gordon-Walbridge – 6th Grade Teacher
 Danielle White – 6th Grade Teacher
 Terry Collins – Physical Education Teacher .05
 James Abare (Additional 15 Hours – Scoring Regents)
 Jason Massaro (Additional 15 Hours – Scoring Regents)
 Tracy Edwards- Warren (Additional 15 Hours – Scoring Regents)
 Angelo Pietropaoli (Additional 15 Hours – Scoring Regents)
 Theresa Pontius (Additional 15 Hours – Scoring Regents)
 Pat Brockway (Additional 15 Hours – Scoring Regents)
 Barbara Hart (Additional 15 Hours – Scoring Regents)

Adult Education Instructor

Patricia Ventiquattro, CPR Instructor – 3 Hours

Substitute Summer School Principal

Donald Merrick (Up to 15 Days)

Part-time Clerk

Priscilla Rouselle

- Authorization was given for the District Superintendent to fill all vacancies for the 2012-13 school year:

New Visions Health (Currently located NFCA) – Effective 09/01/12
 Occupational Therapist Assistant (Currently located NFCA)
 Physical Education Teacher 35% (Currently located NFCA)
 Physical Therapist (Currently located NFCA)
 Physical Therapist Assistant (Currently located NFCA)
 School Library System Director (Currently located BOCES Wide – Effective 07/01/12)
 School Psychologist 80% (Currently located NFCA)
 SESIS Coordinator (Currently located at AEC – Effective Date – 01/02/13)
 Teacher of the Blind and Partially Sighted (Currently located NFCA)

RECOMMENDED ACTION:

- Authorization was given for the President to sign the following agreements:
 - a. Agreement with OneWorkSource in connection with the NYS Certified ServSafe Training
 - b. Agreement with OneWorkSource in connection with the NYS Certified ServSafe Alcohol Training
 - c. Agreement with St. Regis Mohawk Tribe in connection with the Early Childhood Development Program
 - d. Agreement with Malone Central School District for Fuel Sharing
- Approval was given to re-advertise the notice to bidders for the 2012 Modular House with a minimum bid of \$44,900.
- Approval was given to re-advertise the notice to bidders for 2012-13 Modular Home Building Supplies.
- A resolution requesting governor's veto of legislation was approved.
- Authorization was given for Board Members and Administrators to attend the following meeting at the expense of the BOCES:
 - NYSSBA 93rd Annual Convention and Educational Expo in Rochester, October 25-27, 2012
- Approval was given for disposition of BOCES personal property.
- Authorization was given to nominate Esther Sherman Arlan for Area 6 Director of the New York State School Boards Association for the term to begin January 1, 2013.
- Authorization was given to advertise bids for the purchase of a 2012 Ford F350 4x4 Truck.
- The date of the regular August Meeting was set for Thursday, August 16, 2012 at 7:00 PM at the North Franklin Educational Center in Malone.
- The date of the regular November Meeting was changed to Wednesday, November 14, 2012 at 7:00 PM at the Adirondack Educational Center in Saranac Lake.

ADDITIONAL MATTERS: Mr. Shafer provided the Board with a list of School Library System Contributions to Member Libraries since 1985 prepared by Donna Hanus.

ADJOURNMENT: 8:40 PM.

Carol J. Lavoie
District Clerk/Board of Education
7/23/12