

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

**HIGHLIGHTS OF BOARD OF EDUCATION MEETING – July 21, 2011**  
**Organizational Meeting**

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

**MEMBERS ABSENT:** Thomas O'Bryan

**OTHERS PRESENT:** Stephen Shafer, Carol Lavoie, Leslie LaRose

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

**PLEDGE TO FLAG:** was led by Vice President Egan

**OATHS OF OFFICE:**

Oaths of Office were administered to the following re-elected members of the Board by District Superintendent Shafer: Thomas P. Derouchie, Ralph H. Russell, John G. Swanston

**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 – Susan Perkins, 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 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 Compliance Officer – Leslie A. LaRose
- 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 – HSBC, Bank USA
- 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
- Central Treasurers and Extra Classroom Activity Fund Treasurers: Bernadette Ratelle-AEC, Lori Davis-NFEC
- FEH School Districts' Health Insurance Consortium Joint Governing Board Rep. - Stephen Shafer
- Records Access Officer – Stephen Shafer
- 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 – William A. McConvey
  - 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
- 2011-12 Mileage Reimbursement Rate for all employees - \$.51 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 6/16/11 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.

**ENTERED EXECUTIVE SESSION** at 7:30 PM to discuss matters related to negotiations with the Teachers' Unit and contractual matters.

**LEFT EXECUTIVE SESSION** at 8:20 PM

## PERSONNEL:

- Todd LaPage was designated as a Director of Instructional Support Services, effective 7/25/11-6/30/12 pursuant to Feinerman's Agreement.
- A standard work day of 7.5 hours per day/5 days per week was established for the Food Service Manager position.
- Resignations were received from Jocelyn Trombley, Music Teacher (Eff. 6/30/11) and Susan Henning, School Counselor (Eff. 8/31/11).
- Susan Riedl was appointed as a Culinary Careers 7-12 Teacher (Eff. 2/1/11).
- DeAnn Gregory was designated as a School Psychologist, 50% (Eff. 9/1/11-6/30/12).
- Part-time and Occasional Employees were approved as follows:

### Extra Program Employment for Summer:

Candida Tavernier – RSE-TASC Transition Specialist (Up to 40 days summer employment)

Elizabeth Haug, Occupational Therapist (Up to 6 hours for evaluation)

Paula Erno-Boyea – School Counselor (Up to 7 days summer employment)

Judy Wurster – School Psychologist (Up to 7 days summer employment)

Joanne Williams – School Counselor (Up to 2 days summer employment)

Tracy Lavoie – Vocational Assessment Specialist (Up to 30 days summer employment)

MaryEllen McKane & Scott Spillane – Food Service Managers (Up to 10 days summer employment)

Susan Johnston – Occupational Therapist (Up to additional 18 hours of summer employment)

### Motor Vehicle Operator (7/1/11 – 6/30/12)

Michael DeBeer (Additional up to 5 hours per week)

### Academic/Regional Summer School 2011-12 – Revised Lists

#### Part-time Specialized Education Itinerant Teacher (SEIT) for 2011-12 School Year:

Pamela Carpenter (Up to 190 hours)

Diane Crawford (Up to 60 hours)

Erin DuBray (Up to 440 hours)

Corina Gibson (Up to 200 hours)

Karen Goodman (Up to 255 hours)

Nicole Snide (Up to 100 hours)

Kristie Eddy (Up to 5 hours)

Vicky Biondo (Up to 5 hours)

#### Adult Education Instructor (Certified Nurse Aide Program)

Shellie Manning (Up to 200 hours)

#### Adult Education Program Summer 2011

Marian Stone (Up to 135 hours)

#### Right-to-Know/Blood Borne Pathogens Training – August/September 2011

Tricia Childs

Sarah Garland

Tracy Edwards-Warren

- Stipends for the 2011-12 school year were approved for the following individuals:
  - Charles LaBrake, Jr., Maintenance Coordinator
  - Elgin Wright – Operations Coordinator
  - Stephanie Bannon – Human Resources Coordinator
  - Rosemary Racine – Computer Operations & Technology Coordinator
  - Caroline Durant – Management Systems Specialist
  - Sharon Earle – Executive Secretary
  - Lisa Mastry – Executive Secretary
  - Carol Lavoie – Manager of Office Operations & Staff
  - Susan Perkins – Business Manager
- Robin Douglass was appointed to the English tenure area effective 9/1/11.

- Authorization was given for the District Superintendent to fill all vacancies for the 2011-12 school year:
  - Custodian
  - Music Teacher
  - Occupational Therapist
  - Occupational Therapist Assistant
  - School Psychologist
  - Teacher of the Blind and Partially Sighted
- An updated Organizational Structure was approved.

**RECOMMENDED ACTION:**

- Authorization was given for the President to sign the following agreements:
  - a. Agreement with NYSED in connection with GED Testing Services
  - b. Agreement with Core Climate Systems in connection with the HVAC Maintenance System Contract
  - c. Agreement with Franklin County Career Development Center in connection with the Educational Resources Contract
  - d. Agreement with UniFirst in connection with uniforms for O&M
- The Technology Plan for 2011-2014 was approved.
- Approval was given for disposition of BOCES personal property.
- Authorization was given for Board Members and Administrators to attend the following meetings at the expense of the BOCES:
  - NYSSBA 92<sup>nd</sup> Annual Convention and Educational Expo in Buffalo, October 27-30, 2011

**ADDITIONAL MATTERS:**

- Authorization was given to the District Superintendent to draft a letter for Mr. Egan's signature on behalf of the Board to appropriate representatives of the NYS Board of Regents, Governor and Legislators in support of the reinstatement of January Regents.

**ADJOURNMENT: 9:05 PM.**

Carol J. Lavoie  
 District Clerk/Board of Education  
 7/21/11