

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

**DATE:** April 30, 2014

**LOCATION:** North Franklin Educational Center, Malone, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Thomas P. Derouchie, William A. McConvey,  
Thomas O'Bryan, John G. Swanston

**MEMBERS ABSENT:** Ralph H. Russell, Stephen J. Dupree

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Carol J. Lavoie, Clerk  
Leslie A. LaRose, Deputy Superintendent  
Visitors: Lori Buno-Taylor, June Parmeter

**CALL TO ORDER AND  
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:05 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. Derouchie moved, seconded by Mr. Swanston that the minutes  
of the regular meeting of March 26, 2014 as corrected as well as the annual  
meeting of April 8, 2014 be approved.

Yes - 5  
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. Derouchie moved, seconded by  
Mr. O'Bryan that the Treasurer's Reports, Budget Control and Analysis of  
Revenue Reports for all funds for the month of March be approved.

Yes - 5  
No - 0, motion carried

**ACCEPTANCE OF BOARD  
MEMBER RESIGNATIONS:**

Mr. Swanston moved, seconded by Mr. O'Bryan to accept letters of resignation from the following board members:

Shir Filler, effective 3/31/14

Christine Blumberg, effective 4/28/14

Yes - 5

No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. Derouchie moved, seconded by Mr. Swanston that the Board enter into an executive session to discuss teacher negotiations, evaluation of the District Superintendent, a workers' compensation case and the performance of a specific employee.

Yes - 5

No - 0, motion carried

The Board entered into an executive session at 7:28 P.M.

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

Yes - 5

No - 0, motion carried

The Board left executive session at 9:19 P.M.

**APPOINTMENT:**

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

Brittany Peryea, who holds an Initial Certificate in Speech & Language Disabilities, be appointed as a SPEECH & HEARING HANDICAPPED TEACHER in the Education of Children with Handicapping Conditions – Education of Deaf Children tenure area for a probationary period of two (2) years commencing on 05/01/14 and terminating on 04/30/16, salary to be at Step 5 of the Instructional Salary Schedule for the school year 2013-14.

Yes - 5

No - 0, motion carried

**CHANGE IN POSITION  
STATUS:**

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

Lisa Whyte – Licensed Practical Nurse 80% to 100 (Effective 04/22/14)

Yes - 5

No - 0, motion carried

**RESCIND ACCEPTANCE  
OF RESIGNATION:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Derouchie that the following resignation for the purpose of retirement be rescinded:

Nancy J. McLean-Boyer – Speech & Hearing Handicapped Teacher

Yes - 5

No - 0, motion carried

**APPOINTMENTS:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. McConvey that:

Jill M. Keable, be appointed as a TYPIST commencing on 04/16/14, salary to be at Grade 6, Step 1 of the Non-Instructional Salary Schedule for the school year 2013-14.

Mary Robideau-Tomkiewicz, be appointed as a LICENSED PRACTICAL NURSE 80% commencing on 04/22/14, salary to be at Grade 13, Step 2 of the Non-Instructional Salary Schedule for the school year 2013-14.

Yes - 5

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

Substitute Employees (Effective upon receipt of fingerprint clearance)

Phyllis Grady

Denise Krawczyk

Steve Allen (Substitute Motor Vehicle Operator)

Esther Debyah (Substitute Motor Vehicle Operator)

Extra Program Employment

Patricia Ventiquattro – Health Occupations Teacher (Up to 18 Hours to administer the NYSNA Test)

Yes - 5

No - 0, motion carried

**APPROVAL FOR STIPENDS  
FOR THE 2014-15 SCHOOL  
YEAR:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Derouchie that stipends be approved as follows for the 2014-15 school year:

Charles P. LaBrake Jr., Maintenance Coordinator - \$6,000

Elgin G. Wright, Operations Coordinator - \$6,000 (Pro-rated from 7/1/14 to 9/30/14)

Yes - 5

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:

Director of Management and Finance  
Home Economics Teacher 50%  
Employment and Training Assistant  
Speech & Hearing Handicapped Teacher 80%  
Teacher of the Blind and Partially Sighted

Mr. Derouchie moved, seconded by Mr. McConvey that Mr. Shafer be authorized to fill all vacancies for the 2013-14 school year.

Yes - 5  
No - 0, motion carried

**BOCES BUDGET FOR  
2014-15:**

Mr. O'Bryan moved, seconded by Mr. Derouchie that the BOCES Budget for the 2014-2015 school year in the amount of \$21,956,711 be approved.

Yes - 5  
No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT DONATION:**

Mr. O'Bryan moved, seconded by Mr. Swanston that a donation from the AEC New Vision Health Club in the amount of \$4,722.54 be accepted.

Yes - 5  
No - 0, motion carried

**APPROVAL OF WORK  
SITE:**

Mr. Derouchie moved, seconded by Mr. Swanston that the attached work site be approved.

Yes - 5  
No - 0, motion carried

**APPROVAL FOR  
DISPOSITION OF BOCES  
PERSONAL PROPERTY:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Derouchie 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 - 5  
No - 0, motion carried

**APPROVAL OF REVISED  
SALARY AND BENEFIT  
POLICY FOR  
CONFIDENTIAL  
EMPLOYEES:**

Mr. McConvey moved, seconded by Mr. Derouchie that the revised Salary and Benefit Policy for Confidential Employees be approved as annexed to these minutes.

Yes - 5

No - 0, motion carried

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

Mr. McConvey moved, seconded by Mr. Derouchie that the President and/or District Superintendent be authorized to sign:

Agreement with North Country Community College in connection with courier services

Agreement with the Press Republican in connection with Advertising Services

Addendum to the North Country Workforce Investment Board in connection with the WIA In-School Contract for 2013-14

Addendum to the North Country Workforce Investment Board in connection with the WIA Out-of-School Contract for 2013-14

Client One-time Service Agreement with Shred-it USA Inc.

Yes - 5

No - 0, motion carried

**APPROVAL OF PROPOSED  
EMPLOYMENT  
AGREEMENTS:**

Mr. Swanston moved, seconded by Mr. McConvey that the employment agreements for the following individuals be approved as annexed to these minutes:

Stephen Shafer, Leslie LaRose, Cynthia Moody, Jamie O'Dell, Susan Perkins, Mary Ellen McKane and Scott Spillane

Yes - 5

No - 0, motion carried

**DISCUSSION ABOUT  
BOARD MEETING DATES:**

Following discussion, Mr. McConvey moved, seconded by Mr. Swanston that the date for the June Board meeting be changed from the fourth Wednesday to the third Thursday, June 19, 2014 starting at 7:00 PM at the North Franklin Educational Center in Malone.

Yes - 5

No - 0, motion carried

**RATIFICATION OF THE  
MEMORANDUM OF  
UNDERSTANDING WITH  
THE FEH BOCES  
TEACHERS' ASSOCIATION:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the proposed Memorandum of Understanding with the FEH BOCES Teachers' Association for the 2014-15, 2015-16 and 2016-17 school years as annexed to these minutes be ratified and that the District Superintendent be authorized to sign the final agreement.

Yes - 5

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 29, 2014:**

The Board discussed the BOCES Annual Meeting held on April 8, 2014 and reviewed the results of the Annual Election of members of the BOCES and vote on Administrative Budget conducted on April 29, 2014.

**UPDATE ON SEARCH FOR  
DIRECTOR OF  
MANAGEMENT AND  
FINANCE:**

Mr. Shafer provided an update on the Search for Director of Management and Finance and reviewed the proposed timeline for interviews, etc.

**ADJOURNMENT:**

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

Yes - 5

No - 0, motion carried

Meeting adjourned at 9:45 P.M.

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

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Carol J. Lavoie, Clerk