

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

**DATE:** August 15, 2013

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

**KIND OF MEETING:** Regular

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

**MEMBERS ABSENT:** Gail Rogers Rice, Christine A. Blumberg

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Carol J. Lavoie, Clerk  
Leslie A. LaRose, Deputy Superintendent

**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. Russell moved, seconded by Mr. Swanston that the minutes of the organizational meeting of July 18, 2013 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 July. Following discussion, Mr. McConvey moved, seconded by Mr. Derouchie that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of July be approved.

Yes - 7  
No - 0, motion carried

**APPROVAL OF  
AMENDMENT TO THE  
2012-13 BOCES BUDGET:**

Mr. McConvey moved, seconded by Mr. Russell that the BOCES Budget for the 2012-13 school year be amended in the amount of \$113,655 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

**UPDATE ON THE  
INTERNAL AUDIT  
FUNCTION:**

The Board received an update on the Internal Audit Function from Jamie O'Dell.

**EXECUTIVE SESSION:**

Mr. Dupree moved, seconded by Mr. Derouchie that the Board enter into an executive session to have the board consider taking action on a Section 913 Medical Evaluation for a specific employee and to share the basis of a counseling memo issued to another employee.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:18 P.M.

Mr. Derouchie moved, seconded by Mr. McConvey that the Board leave the executive session.

Yes - 7

No - 0, motion carried

The Board left executive session at 7:45 P.M.

**RESIGNATIONS:**

Mr. Dupree moved, seconded by Mr. Russell that the following resignations be accepted:

Christine A. Backus – Teacher of the Deaf & Hearing Impaired (Effective 08/30/13)

Cory B. Suprenant – Cleaner (Effective 08/02/13)

Bobbi-Jo A. Wood – School Support Assistant (Effective 08/15/13)

Yes - 7

No - 0, motion carried

**DESIGNATION FOR  
EMPLOYEES LESS THAN  
FULL-TIME:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. O'Bryan that the following individual be designated as follows:

Sandra L. Rock – Library Media Specialist 85%, Step 8 (Effective 09/03/13)

Yes - 7

No - 0, motion carried

**CHANGE IN POSITION  
STATUS:**

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

Annette VanBrocklin – Art (80% To 92% - Effective 09/01/13)  
Brian Surface – Physical Education (57% To 68% - Effective 09/01/13)  
Pamela Carpenter – Interpreter (50% to 77% - Effective 09/01/13)

Yes - 7  
No - 0, motion carried

**APPOINTMENTS:**

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

Wendy Magnan, be appointed as a REGISTERED PROFESSIONAL NURSE commencing on 09/27/13, salary to be at Step 6 of the Non-Instructional Salary Schedule for the school year 2013-14.

Debra A. McQuinn, be appointed as a PRINCIPAL ACCOUNT CLERK commencing on 09/05/13, salary to be at Step 6 of the Non-Instructional Salary Schedule for the school year 2013-14. (*Provisional Appointment Pending Approval from Dept. of Civil Service*)

Yes - 7  
No - 0, motion carried

**CALL BACK:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Swanston that the following individual be called back for the 2013-14 school year:

Jeanette M. Bassett – Teacher Aide, Grade 11 – Step 3 (Effective 09/01/13)

Yes - 7  
No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

Extra Program Employment 2013-14

Brian Battistoni (Up to 30 Days through 08/31/13)  
Kim Bruso (Up to 6 Hours through 08/31/13)

2013 Summer Regional/Extended School Year and On-Line

RSS (Tupper Lake):  
Maureen Gilmore (Additional .67 Day)

Additional Day for Proctoring Regents:

Maureen Gilmore  
Tiffany Irish  
Tracy Klossner  
Lori Staves  
Linda Sexton  
Lori Wamsganz

RSS (Salmon River):

Christopher Kormanyos (Up to 25 Hours)

John Miletich (Up to 17 Hours)

Substitute – Instructional Employees (Effective upon receipt of fingerprint clearance)

Amy Baker

Renee Barr

Lisa Brown

Barbara Howard

Carol Langdon

Lori LaPrad

Matthew Moll

Kimberly Saumier

Adult Education Instructor

Patricia Ventiquattro, Certified Nurse's Aide Instructor - 20 hours at \$40/hour for CNA Refresher

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:

Cleaner 1.50 FTE

Employment and Training Assistant

School Support Assistant

Teacher of the Blind and Partially Sighted

Teacher of the Deaf and Hearing Impaired

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

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED  
ORGANIZATIONAL  
STRUCTURE:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Swanston that the revised BOCES Organizational Structure as annexed to these minutes be approved effective September 1, 2013.

Yes - 7

No - 0, motion carried

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

Mr. O'Bryan moved, seconded by Mr. Swanston that the President and/or District Superintendent be authorized to sign:

Agreement with North Country Workforce Investment Board in connection with WIA In-School Youth

Agreement with North Country Workforce Investment Board in connection with WIA Out-of-school Youth

Agreement with NYSED Race to the Top in connection with APPR Implementation Certification

Yes - 7

No - 0, motion carried

**APPROVAL OF FIRE  
INSPECTION REPORTS  
FOR ALL BOCES  
FACILITIES:**

Mr. Shafer reviewed the Verification of Correction of Violations Cited in Fire Inspections by John Warneck, NCE Environmental Consultants.

Following discussion, Mr. Swanston moved, seconded by Mr. Derouchie that the Fire Inspection Reports for all BOCES facilities, which are in full compliance, be accepted.

Yes - 7

No - 0, motion carried

**CONSIDERATION OF  
PROPOSED AGREEMENT  
WITH FRANKLIN-ESSEX-  
HAMILTON BOCES  
ADMINISTRATORS'  
ASSOCIATION:**

Mr. McConvey moved, seconded by Mr. Russell that the proposed Tentative Agreement with the FEH BOCES Administrators' Association as annexed to these minutes be ratified and that the District Superintendent be authorized to sign the final agreement.

Yes - 7

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Dupree 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 - 7

No - 0, motion carried

**APPOINTMENT OF  
ADDITIONAL BOARD  
MEMBER TO 2013-14  
NEGOTIATIONS  
COMMITTEE:**

Mr. Dupree moved, seconded by Mr. Swanston that Thomas Derouchie be appointed to the 2013-14 Negotiations Committee.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED  
DISTRICT-WIDE SCHOOL  
SAFETY PLAN:**

Mr. Swanston moved, seconded by Mr. Derouchie that the District-Wide School Safety Plan be revised as annexed to these minutes.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED  
DISTRICT-WIDE  
WELLNESS POLICY:**

Mr. Russell moved, seconded by Mr. Swanston that the District-Wide Wellness Policy on Nutrition and Physical Activity be revised as annexed to these minutes.

Yes - 7

No - 0, motion carried

**ACKNOWLEDGEMENT OF  
REVISED CULINARY ARTS  
CONSULTANT  
COMMITTEE:**

Mr. McConvey moved, seconded by Mr. Russell that the Revised Culinary Arts Consultant Committee as annexed to these minutes be acknowledged for the 2013-14 school year.

Yes - 7

No - 0, motion carried

**CERTIFICATION OF LEAD  
EVALUATOR FOR  
PRINCIPALS:**

Mr. Derouchie moved, seconded by Mr. Dupree that:

WHEREAS, the Board of Education has been provided evidence that Leslie A. LaRose has completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for certification as Lead Evaluator of teachers and principals, therefore;

BE IT RESOLVED, that, upon recommendation of the District Superintendent, Leslie A. LaRose be certified as Lead Evaluator of teachers and principals.

Yes - 7

No - 0, motion carried

**CERTIFICATION OF  
PRINCIPAL EVALUATORS  
FOR TEACHERS:**

Mr. Swanston moved, seconded by Mr. Russell that :

WHEREAS, the Board of Education has been provided evidence that Lorraine J. Childs, Elizabeth B. Sageman and Rick J. Swanston have completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for certification as Principal Evaluators of teachers and principals, therefore;

BE IT RESOLVED, that, upon recommendation of the superintendent of schools, Lorraine J. Childs, Elizabeth B. Sageman and Rick J. Swanston be certified as Principal Evaluators of teachers.

Yes - 7

No - 0, motion carried

**APPROVAL OF  
ADDITIONAL  
MEMBERSHIP FOR THE  
2013-14 SCHOOL YEAR:**

Mr. Derouchie moved, seconded by Mr. Russell that International Society of Arboriculture be added to the Membership List as annexed to these minutes for the 2013-14 school year.

Yes - 7  
No - 0, motion carried

**APPROVAL OF WORK  
SITES:**

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

Yes - 7  
No - 0, motion carried

**APPROVAL OF  
ALLOCATION OF FUNDS  
FOR A MEDICAL AND/OR  
PSYCHOLOGICAL  
EXAMINATION OF A  
PARTICULAR EMPLOYEE  
UNDER SECTION 913 OF  
NEW YORK STATE  
EDUCATION LAW:**

Mr. O'Bryan moved, seconded by Mr. Derouchie that the BOCES be authorized to Approve the Allocation of Funds for a Medical and/or Psychological Examination of a Particular Employee Under Section 913 of New York State Education Law.

Yes - 7  
No - 0, motion carried

**AUTHORIZATION TO  
CONTRACT WITH NERIC  
FOR DATA COORDINATOR  
SERVICES NOT TO  
EXCEED \$20,000:**

Mr. O'Bryan moved, seconded by Mr. Russell that the BOCES be authorized to contract with NERIC for Data Coordinator services not to exceed \$20,000.

Yes - 7  
No - 0, motion carried

**APPROVAL FOR  
UPCOMING MEETING:**

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

NYSSBA Area 6 Dinner Meeting – November 7, 2013 (Tentative),  
Malone Golf Club

Yes - 7  
No - 0, motion carried

**STRATEGIC PLANNING  
UPDATE:**

Mr. McConvey moved, seconded by Mr. Dupree that the proposal from Alan Pole, Associate from Castallo & Silky to conduct a study of the current administrative structure, staffing and functioning at the Franklin-Essex-Hamilton BOCES be approved.

Yes - 7  
No - 0, motion carried

**ADJOURNMENT:**

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 8:55 P.M.

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

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Carol J. Lavoie, Clerk