

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

DATE: January 22, 2014

LOCATION: Videoconference via the multiple sites below:
Adirondack Educational Center, Saranac Lake, New York
North Franklin Educational Center, Malone, New York
Tupper Lake Middle High School, Tupper Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: AEC:
William A. McConvey
NFEC:
Dennis J. Egan, Thomas P. Derouchie, Stephen J. Dupree, Thomas O'Bryan,
John G. Swanston
Tupper Lake MHS:
Ralph H. Russell, Christine A. Blumberg

MEMBERS ABSENT: Shir Filler (entered the meeting at 7:31 P.M. at the AEC site)

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 7:00 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. Mr. Swanston moved, seconded by Mr. Dupree that the minutes of
the regular meeting of December 19, 2013 be approved.

Yes - 8
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
December. Following discussion, Mr. Derouchie moved, seconded by
Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of
Revenue Reports for all funds for the month of December be approved.

Yes - 8
No - 0, motion carried

RESIGNATIONS:

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

Christopher Kent – Custodian (Effective 01/17/14)

Audrey Roberts – Home Economics Teacher (Effective 01/31/14)

Yes - 8

No - 0, motion carried

Shir Filler entered the meeting at 7:30 P.M.

**COMPENSATION
AGREEMENT FOR
PATRICK J. CALNON:
PLAN COORDINATOR
(PART-TIME):**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Derouchie that the Compensation Agreement for Patrick J. Calnon, Plan Coordinator (part-time) be approved.

Yes - 8

No - 0

Abstain – 1 (Christine Blumberg), motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Philip Beaney

Kerry Warner

Jessica Woodruff

Job Coach – 13.25 Per Hour

Gary Travers (Additional 250 Hours)

Yes - 9

No - 0, motion carried

**APPOINTMENT TO
TENURE:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Russell that the following individual be appointed to tenure in the area and on the effective date indicated:

Paula Cormier – School Psychologist, Effective 11/28/13

Yes - 9

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:

COTA 80% (Currently located NFCA)
Curriculum & Differentiated Instruction Inc. the Analysis of Student Perf.
Data Coord. (Anticipated)
Custodian
Home Economics Teacher 50%
Employment and Training Assistant (Currently located BOCES Wide)
Teacher of the Blind and Partially Sighted (Currently located NFCA)

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

Yes - 9

No - 0, motion carried

**REIMBURSEMENT OF
COSTS FOR NOTARY
PUBLIC LICENSES:**

Mr. Shafer informed the Board of a resolution passed on 10/19/1989 that the BOCES reimburse Carol Lavoie, Board Clerk and Stephanie Bannon, Personnel/Payroll Clerk for any costs incurred with obtaining and renewing their Notary Public License. He explained the need and advantages for additional agency staff to have their Notary Public License.

Upon the recommendation of the District Superintendent, Ms. Blumberg moved, seconded by Mr. Russell that the BOCES reimburse Sharon Earle, Executive Secretary, Lisa Mastry, Executive Secretary and Linda Fish, Senior Clerk for any costs incurred in applying and preparing for a Notary Public License as well as the cost of renewing their licenses and will also continue to reimburse costs for renewal of Notary Public License for Carol Lavoie and Stephanie Bannon per the previous resolution passed on October 19, 1989.

Yes - 9

No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION TO
THE HVAC PROGRAM:**

Mr. McConvey moved, seconded by Mr. Derouchie that a donation of a Blower Coil Unit (Small Air Handler) (\$1,200 estimated value), a Unit Ventilator (Vertical) (\$2,500 estimated value) and a Unit Heater (Hanging, Hot Water Type) (\$600 estimated value) from Trane to be used in connection with BOCES educational programs and projects be accepted.

Yes - 9

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. McConvey 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 - 9

No - 0, motion carried

**BUGBEE BOUNDARY LINE
DETERMINATION:**

Upon the recommendation of Hogan, Sarzynski, Lynch, DeWind, & Gregory, LLP, attorneys for the BOCES in this matter, and having had an opportunity to review the District Superintendent's report, Mr. Derouchie moved, seconded by Mr. McConvey resolved that the District Superintendent's report and determination of the boundary line determination pursuant to Education Law§2215 in relation to the Bugbees' Petition is hereby accepted.

Yes - 9

No - 0, motion carried

**FOLLOW-UP DISCUSSION
ON ADMINISTRATIVE
STAFFING STUDY:**

A follow-up discussion was held in connection with the Administrative Staffing Study.

**SHARED BUSINESS OFFICE
STAFFING:**

Mr. Shafer shared information regarding the Shared Business Office Staffing.

**WORKING TOGETHER TO
ENGAGE STUDENTS IN
THE COMMON CORE:**

The Board received an article, "Working Together to Engage Students in the Common Core" from the Engage NY website that was authored by Karie Doelger, School Library System Director on 1/15/14.

**BOCES LEGISLATIVE
ADVOCACY – 2/25/14**

Board members were reminded of the upcoming Legislative Breakfast scheduled to be held at the Crowne Plaza in Lake Placid on Friday, January 31, 2014 between 8-10:30 AM.

**BOCES LEGISLATIVE
ADVOCACY – 2/25/14:**

Mr. Shafer advised the Board of the BOCES Legislative Advocacy scheduled for Tuesday, 2/25/14.

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Ms. Blumberg that the Board enter into an executive session to discuss finalizing the board positions for opening negotiations with the teacher unit.

Yes - 9

No - 0, motion carried

The Board entered into an executive session at 9:02 P.M.

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

Yes - 9

No - 0, motion carried

The Board left executive session at 9:40 P.M.

**OPENING DATE FOR
TEACHER NEGOTIATIONS:**

The date for opening Teacher Negotiations was set for Thursday, February 27, 2014 at 3:00 PM.

**FORMAT FOR ANNUAL
MEETING:**

The format for the Annual Meeting was discussed.

ADJOURNMENT:

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

Yes - 9

No - 0, motion carried

Meeting adjourned at 9:45 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk