

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

DATE: July 18, 2013

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Organizational

MEMBERS PRESENT: Dennis J. Egan, Gail Rogers Rice, Christine A. Blumberg, Stephen J. Dupree, William A. McConvey, Thomas O'Bryan, Ralph H. Russell, John G. Swanston

MEMBERS ABSENT: Thomas P. Derouchie

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.

OATHS OF OFFICE: Oath of office was administered to the following elected members of the Board by District Superintendent Stephen T. Shafer:

Christine A. Blumberg
Stephen J. Dupree
Thomas O'Bryan

CLERK OF THE BOARD: Mr. Russell moved, seconded by Mr. McConvey that Carol J. Lavoie be appointed Clerk of the Board for the 2013-14 school year for a salary of \$1,500.

Yes - 8
No - 0, motion carried

PRESIDENT: President Egan asked that the Clerk act as temporary Chairperson for the purpose of electing the President. Clerk Lavoie called for nominations for President of the Board of Education for the 2013-14 school year. Dennis Egan was nominated by Dr. Rice seconded by Mr. O'Bryan. Mr. Swanston moved, seconded by Mr. O'Bryan that the polls be closed and the Clerk cast one ballot for Dennis Egan.

Yes - 8
No - 0, motion carried

VICE-PRESIDENT:

Dennis Egan called for nominations for the office of Vice-President of the Board of Education for the 2013-14 school year. Gail Rogers Rice was nominated by Mr. O'Bryan, seconded by Mr. Swanston. Mr. Swanston moved, seconded by Mr. Russell that the polls be closed and the Clerk cast one ballot for Gail Rogers Rice.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF
DISTRICT TREASURER:**

Mr. Russell moved, seconded by Dr. Rice that Jamie O'Dell be appointed District Treasurer having authority to sign all BOCES checks for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF DEPUTY
TREASURER:**

Mr. O'Bryan moved, seconded by Mr. Russell that Karen Plante-Lanthier be appointed Deputy Treasurer through August 31, 2013.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF
EXTRACLASSROOM
ACTIVITY FUND AUDITOR:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Russell that Archie McKee be appointed Extraclassroom Activity Fund Auditor through August 31, 2013.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF CHIEF
FACULTY COUNSELORS:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Dupree that Betsy Sageman and Rick Swanston be appointed Chief Faculty Counselors for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF CLAIMS
AUDITOR:**

Mr. Swanston moved, seconded by Dr. Rice that the resolution as attached to these minutes appointing Esther M. Debyah as Claims Auditor for the school year 2013-14 be approved.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF DEPUTY
CLAIMS AUDITOR:**

Dr. Rice moved, seconded by Mr. McConvey that the resolution as attached to these minutes appointing Diane J. Hellmann as Deputy Claims Auditor for the school year 2013-14 be approved.

Yes - 8

No - 0, motion carried

PURCHASING AGENTS:

Mr. Russell moved, seconded by Mr. McConvey that the resolution as attached to these minutes appointing Rosemary C. Racine and Sharon I. Earle as Purchasing Agents for the school year 2013-14 be approved.

Yes - 8

No - 0, motion carried

INDEPENDENT AUDITOR:

Mr. McConvey moved, seconded by Mr. Dupree that Seyfarth & Seyfarth, CPA's, P.C. be appointed as the BOCES Independent Auditor for the 2012-13 school year and for consultation during the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF
INTERNAL AUDITOR TO
PERFORM INTERNAL
AUDIT FUNCTION:**

Dr. Rice moved, seconded by Mr. O'Bryan that James McKee III, CPA, P.C. be appointed as the BOCES Internal Auditor to perform the Internal Audit Function for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF TITLE
IX COMPLIANCE OFFICER:**

Dr. Rice moved, seconded by Mr. Russell that Leslie A. LaRose be appointed as the Compliance Officer for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF
MEDICAID COMPLIANCE
OFFICER:**

Dr. Rice moved, seconded by Mr. McConvey that Leslie A. LaRose be appointed as the Compliance Officer for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF
DIGNITY FOR ALL
STUDENTS ACT
COORDINATORS:**

Dr. Rice moved, seconded by Mr. O'Bryan that Lorraine Childs and Philip Beaney be appointed as Dignity for All Students Act Coordinators for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**AUTHORIZATION FOR
CERTIFICATION OF
PAYROLLS - HUMAN
RESOURCES
COORDINATOR:**

Mr. Swanston moved, seconded by Mr. McConvey that the authorization as annexed to these minutes for Certification of Payrolls - Human Resources Coordinator be approved.

Yes - 8

No - 0, motion carried

**AUTHORIZATION FOR
BUDGET TRANSFERS -
DISTRICT
SUPERINTENDENT:**

Mr. McConvey moved, seconded by Mr. Russell that the authorization as annexed to these minutes for Budget Transfers - District Superintendent be approved.

Yes - 8

No - 0, motion carried

**PROPOSED RESOLUTION
AUTHORIZING THE
ISSUANCE OF REVENUE
ANTICIPATION NOTES:**

Mr. Dupree moved, seconded by Mr. Russell that a resolution authorizing the issuance of Revenue Anticipation Notes of the Board of Cooperative Educational Services of the Sole Supervisory District of Franklin, Essex and Hamilton Counties, New York, in an aggregate principal amount not to exceed \$4,000,000 for general expenses of said Board of Cooperative Educational Services be approved as follows:

BE IT RESOLVED, by the Board of Cooperative Educational Services of the Sole Supervisory District of Franklin, Essex and Hamilton Counties, New York (the "Board of Cooperative Educational Services") as follows:

SECTION 1. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell revenue anticipation notes, including renewals of such notes, is hereby delegated to the District Treasurer of the Board of Cooperative Educational Services. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said District Treasurer of the Board of Cooperative Educational Services, consistent with the provisions of the Local Finance Law.

SECTION 2. The notes are issued in anticipation of the receipt of contractual liabilities of the component school districts.

SECTION 3. Such revenues are due and shall be accrued during the 2013-14 fiscal year.

SECTION 4. The notes are authorized to be issued against estimated uncollected contractual liabilities of the component school districts of approximately \$20,609,181 to be accrued during the 2013-14 year.

SECTION 5. The notes shall be issued in an aggregate principal amount not to exceed \$4,000,000 and shall be used to meet the ordinary operating expenses of Board of Cooperative Educational Services. The proceeds of the notes shall not be used to redeem revenue anticipation notes previously issued by the Board of Cooperative Educational Services.

SECTION 6. The notes shall mature no later than one year after issuance.

SECTION 7. The faith and credit of the Board of Cooperative Educational Services of the Sole Supervisory District of Franklin, Essex and Hamilton Counties are hereby irrevocably pledged for the payment of the principal of and interest on such notes as the same become due and payable.

SECTION 8. The District Treasurer of the Board of Cooperative Educational Services is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the notes authorized by this resolution as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

SECTION 9. This resolution shall be effective immediately.

SECTION 10. The Board of Education shall be notified of the amount borrowed pursuant to this resolution at the next Board of Education meeting.

Yes - 8

No - 0, motion carried

BANK DEPOSITORY:

Mr. Swanston moved, seconded by Mrs. Blumberg that Key Bank be designated as the official bank depository for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**MUNICIPAL HIGH
INTEREST ACCOUNTS:**

Mr. Swanston moved, seconded by Dr. Rice that JP Morgan Chase be designated for the Municipal High Interest Accounts for Workers' Compensation Consortium and Health Insurance Consortium for the 2013-14 school year.

Yes - 8

No - 0, motion carried

AUTHORIZATIONS:

Mr. O'Bryan moved, seconded by Dr. Rice that

Thomas LaRocque, Karen Martell, Jack Piasecki and Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C., Walsh & Edwards, Joseph Lavorando and Whiteman, Osterman & Hanna LLP be appointed as BOCES Attorneys for the school year 2013-14. Legal matters will be referred to the appropriate attorney at the discretion of the BOCES;

Stephen T. Shafer be appointed as the Board's representative for the F-E-H School Districts' Health Insurance Consortium Joint Governing Board;

Jamie O'Dell be appointed Records Access Officer for the 2013-14 school year;

Carol J. Lavoie be appointed Records Management Officer for the 2013-14 school year;

Elgin (Joe) Wright be appointed Asbestos (LEA) Designee for the 2013-14 school year;

All persons and positions required by law or regulation including Educational Communications Delivery be covered under a Faithful Performance Blanket Bond with limits of \$100,000 and an additional \$1,000,000 coverage for the District Treasurer and Deputy Treasurer;

Authorization for memberships as annexed to these minutes be approved for the school year 2013-14;

William McConvey be named as delegate for the NYSSBA Convention; Committee Membership be approved as follows:

Audit Committee – The Board shall serve as a **Committee of the Whole** for such purpose during a regular or special meeting of the Board.

- Sub-Committee - In those instances when the full Board is not available to meet with the Board's Auditors and/or staff in accordance with applicable laws and regulations an audit subcommittee composed of three Board Members will convene for this purpose. In such instances, the Sub-Committee will make a report to the full Board at a subsequent meeting. The Audit Sub-Committee shall consist of the following members for the 2013-2014 school year:

Thomas O'Bryan

Ralph Russell

John Swanston

Franklin-Essex-Hamilton School Boards Association Executive

Committee – Board President & District Superintendent

Sick Leave Pool Committee – Gail Rogers-Rice, John Swanston &

Leslie LaRose

Safety Committee – Stephen Dupree

Negotiations Committee – Thomas O'Bryan, Ralph Russell,

John Swanston, Stephen Shafer & Leslie LaRose;

Technology Committee – Thomas O'Bryan

Annual Professional Performance Review Committee – Thomas O'Bryan

The mileage reimbursement rate for all employees shall be \$.565 per mile for the 2013-14 school year;

The District Superintendent be authorized to attend District Superintendent meetings at the expense of BOCES and that payment for the District Superintendent Business Account also be authorized;

BOCES be authorized to provide Workers' Compensation Coverage for board members and Volunteers in addition to employees;

Advertising and opening bids - District Clerk or Purchasing Agent;

The dates and hours of regular meetings of the Board of Education be designated as 7:00 P.M. on the third Thursday of every month with the meetings to alternate between Malone and Saranac Lake (**Videoconference – January – March**);

Approval for attendance at conferences, conventions, workshops, etc. - District Superintendent or designee;

Approval for the accounts annexed to these minutes and authorization to sign checks - District Treasurer and Deputy Treasurer;

Approval for the accounts annexed to these minutes 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;

Authorization to sign special aid projects - District Superintendent;

Authorization for District Superintendent to sign E-Rate Applications;

Authorization to sign BOCES contracts - President and/or District Clerk;

Authorization to invest funds - District Treasurer/Deputy Treasurer;

All Board policies currently in effect be readopted for 2013-14

Authorization for Petty Cash Fund – Business Office \$50 (Charles A. McKee through August 31, 2013)

Yes - 8

No - 0, motion carried

APPROVAL OF MINUTES:

President Russell asked for a motion concerning the minutes of the previous regular meeting. Mr. Swanston moved, seconded by Mr. McConvey that the minutes of the regular meeting of June 20, 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 and Unemployment Insurance Reserve and ERS Retirement Reserve Funds for the month of June. Following discussion, Mr. McConvey moved, seconded by Mr. Dupree that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of June be approved.

Yes - 8

No - 0, motion carried

EXECUTIVE SESSION:

Mr. Russell moved, seconded by Dr. Rice that the Board enter into an executive session to discuss the employment status of one individual.

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 7:35 P.M.

Dr. Rice moved, seconded by Mr. Russell that the Board leave the executive session.

Yes - 8

No - 0, motion carried

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

RESIGNATION:

Mr. O'Bryan moved, seconded by Mr. Dupree that the following resignation be accepted:

Charles Archie McKee – Accountant (Due to Retirement - Effective 08/30/13)

Yes - 8

No - 0, motion carried

**RESCIND OF
RESIGNATION:**

Mr. Russell moved, seconded by Mr. Dupree that the effective date of resignation of June 30, 2013 be rescinded and be changed to September 30, 2013 for Susan Walczak, Registered Professional Nurse.

Yes - 8

No - 0, motion carried

**ABOLISHMENT OF
POSITION:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. McConvey that the following position be abolished:

Accountant

Yes - 8

No - 0, motion carried

CREATION OF POSITION:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Russell that the following position be created:

Principal Account Clerk

Yes - 8

No - 0, motion carried

REDUCTION IN POSITION:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Dr. Rice that the following position be reduced:

Mary Raville – Multi-Occupations Teacher (100% to 50% - Effective 09/01/13)

Yes - 8

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Loretta Charland

Louise Jarvis

Jean Santamore

Summer Laborers - \$9.00 Per Hour (Based on 8 Hours Per Day and a Maximum of 40 Days Each)

Jordan Broeker

Extra Program Employment 2013-14

Mary Hennop (Up to 4 Days)

2013 Summer Regional/Extended School Year and On-Line

RSS (Tupper Lake)

Vicky Biondo-Eddy (English)

Tracy Klossner (Social Studies & English) .67 FTE

Lori Wamsganz (English) .67 FTE

RSS (Salmon River)

Erin Connors (Social Studies) 1.00 FTE

Elizabeth Durfie (Physical Education) 1.00 FTE

April Stemmer (Math) 1.00 FTE

Gary Travers (PTA) .55 FTE

Anne Boyea – Speech & Hearing Handicapped Teacher (Up to 15 Hours)

Sara DuBrey Miller – Speech & Hearing Handicapped Teacher (Up to 100 Hours)

Karen Siskavich – Speech & Hearing Handicapped Teacher (Up to 10 Hours)

Part-time Speech & Hearing Handicapped Teacher - \$37.43 Per Hour (2013-14 School Year)

Anne Boyea – Speech & Hearing Handicapped Teacher (Up to 15 Hours)

Sara DuBrey Miller - Speech & Hearing Handicapped Teacher (Up to 10 Hours)

Substitute Principal 2013-14 School Year

Dean Yando

Yes - 8

No - 0, motion carried

**APPOINTMENT TO
TENURE:**

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

Candida Tavernier – Instructional Support Services in Special Education, Effective 07/01/13

Yes - 8

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 50%

Employment and Training Assistant

Library Media Specialist 85%

Principal Account Clerk

Registered Professional Nurse

Teacher of the Blind and Partially Sighted

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

Yes - 8

No - 0, motion carried

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

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

Agreement with St. Lawrence County Public Health in connection with Preschool Services

Agreement with Champlain Valley Educational Services in connection with the Supplemental Nutrition Assistance Program

Agreement with Malone Central School District in connection with the Intermunicipal Services Agreement

Amendment to the Agreement with St. Lawrence-Lewis BOCES in connection with the Food Stamps Employment and Training Venture II

Amendment to the Agreement with Salmon River Central School District in connection with Transportation Services

Agreement with In Motion Physical Therapy/Mary Kathryn LaShomb, Physical Therapist

Yes - 8

No - 0, motion carried

**APPROVAL OF WORK
SITE:**

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

Yes - 8

No - 0, motion carried

UPDATE ON STRATEGIC PLANNING PROCESS:	Mr. Shafer provided an update on the Strategic Planning Process.
UNAUTHORIZED UNPAID LEAVES OF ABSENCE:	Mr. Shafer reviewed information in regard to handling of unauthorized unpaid leave of absences.
RURAL FUTURES ARTICLE:	The Board received a copy of a recent article on the 21 st Century Agriculture Program that appeared in the Rural Futures newsletter.
BOARD COMMENTS:	Mr. O’Bryan shared a copy of a recent article in connection with the Constructivist Conference.
ADJOURNMENT:	Mr. McConvey moved, seconded by Mr. Dupree that the meeting be adjourned.

Yes - 8
No - 0, motion carried

Meeting adjourned at 8:08 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk