

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

**DATE:** June 19, 2014

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

**KIND OF MEETING:** Regular

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

**MEMBERS ABSENT:** George Cook

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

**VISITORS:** Lori Buno-Taylor, Jane Collins, Emily Lauzon, Lisa Mastry, Margaret O'Bryan

**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. Russell moved, seconded by Mr. McConvey that the minutes of the regular meeting of May 28, 2014 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 May. 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 May be approved.

Yes - 7  
No - 0, motion carried

**REPORT ON APPROVED  
EXTRA-TIME AND  
OVERTIME  
COMPENSATION:**

The Board received the report on approved extra-time and overtime compensation for the period of February 28, 2014 through June 19, 2014. Mr. Dupree moved, seconded by Mr. McConvey to accept the report as annexed to these minutes.

Yes - 7

No - 0, motion carried

**EXTRA CLASSROOM  
SEMI-ANNUAL AUDIT:**

Jamie O'Dell gave a report to the Board on the findings of the Extraclassroom Semi-Annual Audit. Mr. O'Bryan moved, seconded by Mr. Russell that the report be accepted.

Yes - 7

No - 0, motion carried

**BIANNUAL  
PRESENTATION FROM  
CLAIMS AUDITOR:**

The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor. Following discussion, Mr. Derouchie moved, seconded by Mr. McConvey that the Biannual Presentation and Claims Audit Report for the period of March 27 – June 11, 2014 submitted by Esther Debyah, Claims Auditor and dated 6/12/14, be accepted.

Yes - 7

No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. Russell moved, seconded by Mr. McConvey that the Board enter into an executive session to discuss the employment status of two specific individuals.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:17 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 8:25 P.M.

**ABOLISHMENT OF  
POSITIONS:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. McConvey that the following positions be abolished effective 09/01/14:

Physical Therapist (Olga Mills)

Speech & Hearing Handicapped Teacher (Brittany Peryea)

Home Economics Teacher 50% (Currently located NFCA)

Yes - 7

No - 0, motion carried

**CREATION OF POSITIONS:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Derouchie that the following positions be created effective 09/01/14:

Career Planning & Development Teacher 50% (Currently located AEC)  
Account Clerk (Currently located at Peru Central 50% and Saranac Central 50%)

Yes - 7

No - 0, motion carried

**CHANGE IN POSITION  
STATUS:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Russell that the following positions be changed effective 09/01/14:

Jayne Brown – Physical Therapist (100% to 80%)  
Mary Hennop – School Psychologist (30% to 50%)  
Theresa Marrama – French Teacher (100% to 50%)

Yes - 7

No - 0, motion carried

**RESIGNATIONS:**

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

Carol Clark – Principal Account Clerk (Provisional Appointment – Effective 06/30/14)  
June O'Dell – Account Clerk (Effective 06/25/14)

Yes - 7

No - 0, motion carried

**CALL BACKS:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Dupree that the following positions be called back effective 09/01/14:

Mary Mackey – Special Education Teacher  
Stacie Zenger – Teaching Assistant

Yes - 7

No - 0, motion carried

**REINSTATEMENT TO  
SENIOR ACCOUNT CLERK  
POSITION:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Derouchie that Carol Clark be reinstated as a Senior Account Clerk effective 07/01/14.

Yes - 7

No - 0, motion carried

**APPOINTMENT  
PURSUANT TO  
UNCERTIFIED  
ADMINISTRATOR:**

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

Karie Doelger – School Library System Director (Effective 07/01/13 – 06/30/14) \$67,419 – Based on Administrators’ Contract 12-Month Salary (pursuant to Feinerman’s Agreement)

Karie Doelger – School Library System Director (Effective 07/01/14 – 06/30/15) \$68,868 – Based on Administrators’ Contract 12-Month Salary (pursuant to Feinerman’s Agreement)

Yes - 7

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

CNA Adult Education - \$40.00 Per Hour

Tara Ellis (Additional 2 Hours through 06/30/14)

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

*(Effective 06/23/14 – 08/31/14)*

Trevor Cooley

Nicholas Moore

Paul Nichols

Johnny White

Part-time School Psychologist - \$34.55 Per Hour

Stephanie Delude (Up to additional 50 hours through 06/30/14)

GED Examiner - \$20.00 Per Hour

Kathleen Curit (Up to additional 35 hours through 06/30/14)

Sub Calling BOCES Summer School Programs (1 ½ Hours Each Day)

Lori Davis

Susan Traynor (Back-up)

Summer School Substitutes for Tupper Lake (Pending Fingerprint Clearance)

Jen Beaudette

Diane Helms

Sue Cherny

Lee Kyler

**APPROVAL OF SUBSTITUTE/HOURLY RATES FOR 2014-15**

**SCHOOL YEAR:**

Substitute Teacher/Teaching Assistants\*:

\$85 Daily Rate – Certified

\$75 Daily Rate – 4-Year Degree

\$65 Daily Rate – Non-Degree

\*Any teacher substitute (certified or not) working more than 10 days (day 11 and on) in a single teaching position (for the same teacher) – 1/200 Daily Rate or 1/1,200 Hourly Rate.

Substitute Teacher Aide - \$60 Daily Rate

Substitute School Monitor - \$57 Daily Rate

Substitute Clerical - \$9 Per Hour

Substitute Registered Professional Nurse - \$135.29 Daily Rate

Substitute Licensed Practical Nurse - \$112.09 Daily Rate

Substitute Cleaner - \$8.75 Per Hour

Substitute Laborer - \$8.75 Per Hour

Substitute Motor Vehicle Operator – \$10.64 Per Hour

Job Coach - \$13.25 Per Hour

Employment & Training Assistant - \$18.55 Per Hour

Adult and Continuing Education 2014-15

- Classes that lead to the issuance of a formal credential \$40/Hour
- Classes that do not lead to the issuance of a formal credential \$30/Hour

Yes - 7

No - 0, motion carried

**APPOINTMENT OF 2014-15  
ACTING  
PRINCIPALS/CLUB  
ADVISORS/CENTRAL  
TREASURERS:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. McConvey that the following be appointed:

2014-15 Acting Principals/Club Advisors/Central Treasurers

Acting Principals

James Lalonde (NFEC) - \$900

Joanne Williams (AEC) - \$900

Club Advisors 2014-15 - No Compensation

**Adirondack Educational Center:**

Cosmetology Club: Darcey Burman

New Vision Club: Alison Riley-Clark

Health Occupations: Joy Gonyea

**North Franklin Educational Center:**

21st Century Agriculture: David Russell

New Vision Government & Law Club: Tracy Edwards-Warren

Club Advisors 2014-15- \$800 Each

**North Franklin Educational Center:**

Student Council (combine GED/School Store/Student Council) – 3

Advisors:

Barbara Hart

James Lalonde

Jennifer Sienkiewicz

Central Treasurer & Extra Classroom Activity Fund Treasurers (\$1,600)

Anita Estling (AEC)

Lori Davis (NFEC)

Yes - 7

No - 0, motion carried

**APPROVAL OF 2014  
SUMMER EXTRA  
PROGRAM  
EMPLOYMENT:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Russell that the attached 2014 Summer Extra Program Employment list be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF 2014-15  
PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. McConvey that the attached list of Part-Time & Occasional Employees (2014 Summer Monster Memo) be approved.

Yes - 7

No - 0, motion carried

**ADDITIONAL LEAVE  
PURSUANT TO  
ADMINISTRATORS'  
COLLECTIVE  
BARGAINING  
AGREEMENT:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Dupree that additional leave pursuant to Administrators' Collective Bargaining Agreement be approved for Karie Doelger (Up to 5 days to be used by June 30, 2014 – No Carryover).

Yes - 7

No - 0, motion carried

**APPROVAL OF UNPAID  
LEAVE OF ABSENCE:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Derouchie that an unpaid leave of absence for Tara Ellis, Registered Professional Nurse be approved from 06/13/14 – 06/27/14.

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:

Account Clerk – 2 Positions (Currently located at CAO & Peru/Saranac)  
Career Planning & Development Teacher 50% (Currently located AEC)  
Director of Management and Finance (Currently located CAO)  
Employment and Training Assistant (Currently located BOCES Wide)  
Principal Account Clerk (Currently located at CAO)  
Teacher of the Blind and Partially Sighted (Currently located NFCA)

Mr. Dupree moved, seconded by Mr. O'Bryan that Mr. Shafer be authorized to fill all vacancies for the 2014-15 school year.

Yes - 7

No - 0, motion carried

**APPROVAL OF DATES AND LOCATIONS FOR APRIL MEETINGS:**

Mr. Russell moved, seconded by Mr. McConvey that President Egan set the following dates for the 2014-15 school year pursuant to Section 1950 of the Education Law:

BOCES Annual Meeting - Wednesday, April 8, 2015, Adirondack Educational Center

BOCES Annual Election and Vote on Administrative Budget - Tuesday, April 21, 2015

BOCES Regular Meeting - Thursday, April 23, 2015, NFEC, Malone

Yes - 7

No - 0, motion carried

**APPROVAL FOR 2014-15 COMMITTEE MEMBERSHIPS:**

Mr. Russell moved, seconded by Mr. Swanston that the appointments to the following Committees on the list annexed to these minutes be approved:

Annual Professional Performance Review (APPR) Committee  
Professional Development Plan (PDP) Committee  
District-Wide Safety Committee  
Technology Committee

Yes - 7

No - 0, motion carried

**ACKNOWLEDGMENT OF CONSULTANT COMMITTEES:**

Mr. McConvey moved, seconded by Mr. Swanston that the Consultant Committees for all Career and Technical Education Programs located at both the Adirondack Educational Center and the North Franklin Educational Center as annexed to these minutes be acknowledged for the 2014-15 school year.

Yes - 7

No - 0, motion carried

**AUTHORIZATION FOR  
TREASURER TO MAKE  
DEPOSITS INTO THE  
FOLLOWING  
ESTABLISHED RESERVES:**

Based on the recommendation of the District Superintendent and following review of the Analysis of Reserve Funds, Mr. McConvey moved, seconded by Mr. Russell that the Treasurer be authorized to make deposits into the established reserve funds as follows:

Employee Benefit Accrued Liability Reserve (in the amount of \$32,968.39)

Career & Technology Equipment Reserve (in the amount of \$46,471.29)

Unemployment Insurance Reserve (in the amount of \$0)

ERS Retirement Reserve (in the amount of \$15,246.51)

Yes - 7

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:

Agreement with Agreement with Clinton County Employment Training in connection with the WIA Out-of-School Grant for Adult Education

Agreement with Catholic Charities in connection with the WIA Out-of-School Grant for Adult Education

Agreement with Brushton-Moira Central School in connection with the WIA In-School Grant for Adult Education

Agreement with Chateaugay Central School in connection with the WIA In-School Grant for Adult Education

Agreement with Catholic Charities in connection with the WIA In-School Grant for Adult Education

Agreement with Adirondack Community Action Program (ACAP) in connection with the WIA Youth Program

Agreement with NCWIB for PY14 In-School Youth Program

Agreement with NCWIB for PY14 Out-of-School Youth Program

Agreement with OneWorkSource for ServSafe Course

Agreement with Citizen Advocates for Rental Space

Agreement with Citizen Advocates in connection with Health Occupations Clinical Experience

Agreement with Adirondack Alarms for Monitoring Services

Agreement with Simplex Grinnell for NFEC in connection with Fire Alarm Inspections

Agreement with Simplex Grinnell for AEC in connection with Fire Alarm Inspections

Agreement with Gwendolyn Sturges, Adirondack Physical Therapy in connection with PT Services

Agreement with CP Enterprises for Electrical Services

Lease Agreement with Malone Central School District

Revised Agreement with Esther Debyah in connection with Claims Auditing Services

Agreement with AESOP/Frontline Substitute Services

Yes - 7

No - 0, motion carried



**AUTHORIZATION TO PARTICIPATE IN THE ST. LAWRENCE-LEWIS BOCES COOPERATIVE PURCHASING PROGRAMS:**

Mr. McConvey moved, seconded by Mr. Derouchie that the Franklin-Essex-Hamilton BOCES agrees to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2014-15 school year.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO ACCEPT DONATION IN CONNECTION WITH WILLIAM WILLETT SCHOLARSHIP FUND:**

Mr. Swanston moved, seconded by Mr. Derouchie that a donation in the amount of \$1,000 from Dana Willett in connection with the William Willett Scholarship Fund be accepted.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED CODE OF CONDUCT:**

Following review of the proposed changes, Mr. Swanston moved, seconded by Mr. Russell that the Code of Conduct be revised as annexed to these minutes.

Yes - 7

No - 0, motion carried

**AUTHORIZATION TO ACCEPT DONATION IN CONNECTION WITH HVAC PROGRAM:**

Mr. Dupree moved, seconded by Mr. Derouchie that a donation of various items from SUNY Canton in the amount of \$2000 (estimated) to be used in connection with the HVAC Program be accepted.

Yes - 7

No - 0, motion carried

**APPROVAL OF BID TRASH/RECYCLABLE REMOVAL FOR NFEC:**

Upon the recommendation of the District Superintendent, Mr. McConvey moved, seconded by Mr. Derouchie that Casella Waste Services be awarded the Trash/Recyclables Removal Services Bid opened on June 17, 2014.

Yes - 7

No - 0, motion carried

**APPROVAL OF BID FOR EXTERNAL AUDITOR:**

Upon the recommendation of the District Superintendent, Mr. McConvey moved, seconded by Mr. Swanston that Seyfarth & Seyfarth CPAs, P.C. be awarded the External Audit Services Bid opened on June 17, 2014.

Yes - 7

No - 0, motion carried

**APPROVAL OF BID FOR INTERNAL AUDITOR:**

Upon the recommendation of the District Superintendent, Mr. McConvey moved, seconded by Mr. Russell that Dragon, Benware, Crowley & Co., PC be awarded the Internal Audit Services Bid opened on June 17, 2014.

Yes - 7

No - 0, motion carried

**AUTHORIZATION FOR  
DEPUTY SUPERINTENDENT  
TO SIGN AGREEMENT  
WITH GEORGE COOK, M.D.  
FOR PHYSICIAN  
SERVICES:**

Mr. McConvey moved, seconded by Mr. Derouchie that the BOCES enter into an Agreement with George Cook, M.D. for Physician Services and that Authorization be given for Leslie LaRose, Deputy Superintendent to sign.

Yes - 7

No - 0, motion carried

**APPROVAL OF  
PROFESSIONAL  
DEVELOPMENT PLAN:**

The Professional Development Plan was reviewed and the Implementation Plan was revised for the 2014-15 school year. Mr. McConvey moved, seconded by Mr. Russell that the Professional Development Plan be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

**APPROVAL OF  
MEMBERSHIPS FOR  
2014-15:**

Upon the recommendation of the District Superintendent, Mr. McConvey moved, seconded by Mr. Dupree that the following Memberships be approved for the 2014-15 school year:

AESA (Association of Educational Service Agencies Dues)

NYS Membership - \$255

BOCES Education Consortium (BEC) - \$1600

AESA/BOCES Coordinator - \$2500

Yes - 7

No - 0, motion carried

**ORGANIZATIONAL  
MEETING - DATE, TIME  
AND LOCATION:**

Mr. McConvey moved, seconded by Mr. Russell that the organizational meeting be held on Thursday, July 17, 2014 at the Adirondack Educational Center in Saranac Lake beginning at 7:00 PM.

Yes - 7

No - 0, motion carried

**CONSIDERATION OF  
EXTENSION OF  
PROBATIONARY PERIOD:**

Mr. McConvey moved, seconded by Mr. Dupree to extend the probationary period until August 31, 2015 for Joy Gonyea to allow for additional time for tenure recommendation per agreement signed June 17, 2014 between Stephen Shafer, District Superintendent; Kathryn Marshall and Craig Paquin Teachers' Association Co-Presidents; and Joy Gonyea.

Yes - 7

No - 0, motion carried

**APPROVAL OF VEHICLE  
PURCHASE:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Russell that the following vehicle be purchased pursuant to the Franklin-Essex-Hamilton BOCES Purchasing Policy. The policy requires three separate quotes be obtained with the accessories and options listed on the specification sheet, as annexed to these minutes. VanBortel Ford provided the lowest quote for this vehicle as follows:

2014 Ford Focus Sedan SE FWD .....\$16,062.30

Yes - 7  
No - 0, motion carried

**OTHER BUSINESS:**

Mr. Swanston moved, seconded by Mr. McConvey to nominate Thomas O’Bryan to serve on the Adirondack Teacher Center Policy Board.

Yes - 7  
No - 0, motion carried

**ADJOURNMENT:**

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

Yes - 7  
No - 0, motion carried

Meeting adjourned at 8:57 P.M.

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

\_\_\_\_\_  
Lisa M. Mastry, Clerk