

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

DATE: March 26, 2014

LOCATION: Videoconference via the sites below:
Adirondack Educational Center, Saranac Lake, New York/
North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

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

MEMBERS ABSENT: Ralph H. Russell, Christine A. Blumberg

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 Ms. Filler that the minutes of
the regular meeting of February 26, 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
February. Following discussion, Mr. Derouchie moved, seconded by Ms.
Filler that the Treasurer's Reports, Budget Control and Analysis of Revenue
Reports for all funds for the month of February 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 December 3, 2013 through March 13, 2014. Mr. Swanston moved, seconded by Mr. McConvey to accept the report as annexed to these minutes.

Yes - 7

No - 0, motion carried

PRESENTATIONS:

Betsy Sageman gave a Report of CTE Approved Program Review Follow-Up.

John MacArthur, Senior Engineer, Project Manager from Beardsley Design Associates gave a presentation to the Board on the Building Condition Survey and Long Range Facility Planning.

EXECUTIVE SESSION:

Mr. Derouchie moved, seconded by Mr. McConvey that the Board enter into an executive session to discuss teacher negotiations, successor employment agreements for management employees and the evaluation of the district superintendent.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 8:15 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 8:45 P.M.

RESIGNATIONS:

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

Carol J. Lavoie – Manager of Office Operations & Staff (Due to Retirement – Effective 06/27/14)

Nancy Mclean-Boyer – Speech & Hearing Handicapped Teacher (Due to Retirement with an estimated date in October 2014)

Elgin G. Wright – Operations Coordinator (Due to Retirement – Effective 09/30/14)

Yes - 7

No - 0, motion carried

CREATION OF POSITIONS:

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

Director of Management and Finance (Currently located at CAO)
Effective 07/01/14

Licensed Practical Nurse (Currently located at Salmon River)
Effective 04/24/14

Yes - 7

No - 0, motion carried

**ABOLISHMENT OF
POSITIONS (EFFECTIVE
07/01/14):**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Derouchie that the following positions be abolished effective 07/01/14:

Special Education Teachers (4 Positions)

Lori Buno-Taylor
Mary Mackey
Denise Krawczyk
Phyllis Grady

Teaching Assistants (5 Positions)

Rosemary Robinson
Theresa Rankin
Kimberly Spinner
Stacie Zenger
Michelle Farmer

School Psychologist (Reduction of .7 FTE)

Mary Henopp – Reduced to 30%

Physical Therapist (Reduction of .5 FTE)

Olga Mills – Reduced to 50%

Occupational Therapist (Reduction of .8 FTE)

Kelli O'Sullivan

Occupational Therapist Assistant (Reduction of .2 FTE)

Joshua Zenger – Reduced to 80 %

School Monitor (Reduction of .5 FTE)

Barbara Silver

Manager of Office Operations and Staff

Vacant

Yes - 7

No - 0, motion carried

APPOINTMENT:

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

Judith A. Winters, be appointed as a COMPUTER TECHNICAL SUPPORT SPECIALIST at a 10-Month Salary of \$23,775 for the school year 2014-15. (2nd Provisional Appointment Pending Approval from the Franklin County Civil Service Dept.)

Yes - 7

No - 0, motion carried

TRANSFER OF POSITION:

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

Tina M. Hammill be transferred from Stenographer (CSEA Unit) to Executive Secretary (Confidential Unit) at a Base 12-Month Salary of \$36,000, commencing on 04/21/14.

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute Employees (Effective upon receipt of fingerprint clearance)

Michael Adams, Instructional

Lori Buno-Taylor – Instructional (Effective 07/01/14)

Esther Debyah – Substitute Clerical (Effective 04/28/14)

Carol Lavoie – Substitute Clerical (Effective 07/01/14)

Substitute Calling for FEH BOCES 2013-14 School Year

Lori Davis - 2 hrs/day (5:30-7:30)

Susan Traynor (Backup) - When Needed

FEH BOCES Claims Auditor

Esther M. Debyah - \$5,000 Annual Stipend (To be pro-rated effective 04/25/14 through 06/30/14)

Job Coach - \$13.25 Per Hour

June O'Dell (Up to 50 Hours)

Yes - 7

No - 0, motion carried

TENURE APPOINTMENTS:

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Dupree that the following individuals be appointed to tenure in the areas and on the effective dates indicated:

Leslie A. LaRose – Deputy Superintendent, Effective 07/01/14

Rick Swanston – Principal, Effective 07/01/14

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:

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

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

Yes - 7

No - 0, motion carried

BOCES BUDGET FOR 2014-15:

Mr. Shafer reviewed the proposed revision to the tentative 2014-2015 BOCES Administrative Budget in the amount of \$1,919,131 as well as the tentative capital and program budgets with the Board. Mr. O'Bryan moved, seconded by Ms. Filler that the tentative Budget for the 2014-2015 school year in the amount of \$21,956,711 be approved for presentation to the component school districts.

Yes - 7

No - 0, motion carried

Arrangements for the Annual Meeting to be held on Tuesday, April 8, 2014 beginning at 7:00 P.M. at the North Franklin Educational Center were also discussed.

Clerk Lavoie reported she was in receipt of two nominations for the three (3) BOCES membership vacancies for the three-year terms of July 1, 2014 to June 30, 2017 in connection with the Annual Election scheduled for April 29, 2014 as follows and anticipates receiving a nomination for John Swanston from the Chateaugay Central School District by the 3/28/14 deadline:

Emily Lauzon, nominated by the Salmon River Central School District
Ralph Russell, nominated by the Tupper Lake Central School District

CONSIDERATION OF CALENDARS FOR FEH BOCES, 12-MONTH CALENDAR AND PAYDATES FOR 2014-15:

Mr. O'Bryan moved, seconded by Mr. Dupree that the 2014-15 Calendars for FEH BOCES (AEC & NFEC), the 2014-15 Annual 12-month Calendar and the 2014-15 Paydates be adopted.

Yes - 7

No - 0, motion carried

REPORT FROM CLAIMS AUDITOR:

The Board, acting as the Audit Committee of the Whole, reviewed the written report from the Claims Auditor. Following discussion, Mr. Swanston moved, seconded by Mr. McConvey that the written report for the period of December 12, 2013 – March 20, 2014 submitted by Esther Debyah, Claims Auditor and dated 03/21/14, be accepted.

Yes - 7

No - 0, motion carried

**ACADEMIC EXCELLENCE
AWARDS BANQUET/GED
GRADUATION/BOCES
AWARDS CEREMONIES:**

Mr. McConvey moved, seconded by Ms. Filler that Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

Academic Excellence Awards Banquet - June 8, 2014, Crowne Plaza, Lake Placid

- (QLA)
 - CTE - Monday, June 16, 2014, 9:00 AM, NCCC Gymnasium
 - New Vision – Monday, June 16, 2014, 11:00 AM, Adirondack Medical Center (Redfield Room)
- (NFCA)
 - CTE - Monday, June 16, 2014 - 9:15 AM, Franklin Academy
 - New Vision (Law & Government) - June 19, 2014, 9:00 AM, Centenary Methodist Church
 - New Vision (Health) – June 20, 2014, 10:00 AM, Alice Hyde Medical Center, Conference Room

Yes - 7

No - 0, motion carried

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

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

Agreement with Champlain Valley Educational Services in connection with the Supplemental Nutrition Assistance Program
Agreement with the NYS Education Department in connection with High School Examination Reimbursement

Yes - 7

No - 0, motion carried

STUDENT TRAVEL:

Mr. Swanston moved, seconded by Ms. Filler that the following student activities be approved:

New Vision – Law & Government – Tour of the Albany Capital District – April 28-29, 2014, Albany, New York

New Vision – Health (AEC) – Tour of New England Medical Centers – May 15-16, 2014, Lebanon, New Hampshire and Boston, Massachusetts

Yes - 7

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Ms. Filler 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

**DISCUSSION AND
POSSIBLE ACTION
REGARDING THE
OPERATION OF EARLY
INTERVENTION SERVICES:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Ms. Filler that the operation of the Early Intervention Services cease on June 30, 2014.

Yes - 7
No - 0, motion carried

**APPROVAL OF REVISED
POLICY REGARDING
TUITION RATES FOR
ADULTS IN ALL CTE
PROGRAMS:**

Mr. Swanston moved, seconded by Mr. Derouchie that the proposed revised Policy Regarding Tuition Rates for Adults in all Career and Technical Education Programs be amended to read, "For former employees of FEH BOCES that were excessed from employment within the preceding three years, the tuition rate shall be \$0 per semester."

Yes - 7
No - 0, motion carried

Mr. McConvey moved, seconded by Ms. Filler that the amended Policy regarding Tuition Rates for Adults in all Career and Technical Education Programs be approved as annexed to these minutes.

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 5-YEAR CTE
INSTRUCTIONAL
EQUIPMENT RESERVE
PLAN 2014-15 THROUGH
2018-19:**

Ms. Filler moved, seconded by Mr. Derouchie that the 5-Year Career and Technical (CTE) Instructional Equipment Reserve Plan 2014-15 through 2018-19 be approved as annexed to these minutes.

Yes - 7
No - 0, motion carried

**APPROVAL OF UNPAID
ADMINISTRATIVE
INTERNSHIP:**

Ms. Filler moved, seconded by Mr. Swanston that Robin Douglass be approved as an Unpaid Administrative Intern for the 2014-15 school year.

Yes - 7
No - 0, motion carried

**AEC NATIONAL
TECHNICAL HONOR
SOCIETY'S INDUCTION
CEREMONY:**

The Board was informed that the AEC National Technical Honor Society's Induction Ceremony will be held at the Adirondack Educational Center at 6:00 PM on March 27, 2014.

**DATE FOR UPCOMING
TEACHER NEGOTIATIONS:**

The board was reminded of the upcoming Teacher Negotiations on April 10th.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 10:30 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk