

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

DATE: May 28, 2014

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Ralph H. Russell, Thomas P. Derouchie, William A. McConvey, John G. Swanston

MEMBERS ABSENT: George Cook, Stephen J. Dupree, Thomas O'Bryan

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. Russell moved, seconded by Mr. McConvey that the minutes of the regular meeting of April 30, 2014 be approved.

Yes - 5

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 April. Following discussion, Mr. McConvey moved, seconded by Mr. O'Bryan that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of April be approved.

Yes - 5

No - 0, motion carried

**STATUS OF SEARCH FOR
DIRECTOR OF
MANAGEMENT AND
FINANCE:**

Mr. Shafer informed the Board that interviews for the Director of Management and Finance were conducted on May 19, 2014 and there were no recommendations made by the Committee. Therefore, upon the recommendation of Mr. Shafer, Mr. Russell moved, seconded by Mr. Derouchie to reopen the search for Director of Management and Finance and advertise appropriately.

Yes - 5

No - 0, motion carried

VISITOR INPUT:

Several visitors addressed the Board regarding their experience in the Health Occupations Program at the Adirondack Educational Center.

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Mr. Derouchie that the Board enter into an executive session to permit an employee to address the board regarding a recommendation not to grant tenure and to discuss the employment history of a specific individual.

Yes - 5

No - 0, motion carried

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

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

Yes - 5

No - 0, motion carried

The Board left executive session at 8:39 P.M.

RESIGNATION:

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

Kim M. Bruso – Special Education Teacher (Due to Retirement – Effective 07/01/14)

Yes - 5

No - 0, motion carried

CALL-BACKS:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Derouchie that the following individual be called back for the 2014-15 school year:

Phyllis Grady – Special Education Teacher
Denise Krawczyk – Special Education Teacher
Michele Farmer – Teaching Assistant

Yes - 5

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

CNA Adult Education - \$40.00 Per Hour

Tara Ellis (Up to 8 Hours)

Job Coach - \$13.25 Per Hour

Loretta Charland (Additional 150 Hours)

Bus Driver Training Instructors 2014-15 School Year (Dominic Barse, Darrin Jock, Norman Treptow)

Basic 30-Hour Program - \$1,275 (Plus meals and mileage)

Advanced 10-Hour Program - \$450 (Plus meals and mileage)

Bus Driver Refresher (2-3 Hours) - \$105 (Plus meals and mileage)

Salary for Annual Training (5 Days) - \$675

Physical Performance Testing of School Bus Drivers - \$26 Per Person (\$21 Per Person for 4 or more) Plus Mileage

I9-A Testing - \$52 Per Person and Mileage

Wheelchair Securement - \$105 (Plus meals and mileage)

Two-Hour Refresher (Monitors/Attendants) - \$105 (Plus meals and mileage)

Basic 10-Hour Program (Monitors/Attendants) - \$450 (Plus meals and mileage)

Physical Performance Testing of Monitors/Attendants - \$21 Per Person (\$16 per person for 4 or more) Plus Mileage

Part-time Manager of Office Operations & Staff - \$300 Per Day

Carol Lavoie (2 ½ Days Per Week for July and August)

Yes - 5

No - 0, motion carried

**APPOINTMENTS TO
TENURE:**

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

Mary Jones - Instructional Support Services In Curriculum & Differentiated Instruction, Effective 09/01/14

Alisha Wheeler - School Media Specialist (Library), Effective 09/01/14

Christian Wissler - Natural Resources & Ecology 7-12, Effective 09/01/14

Yes - 5

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 (Currently located CAO)
Home Economics Teacher 50% (Currently located NFCA)
Employment and Training Assistant (Currently located BOCES Wide)
Teacher of the Blind and Partially Sighted (Currently located NFCA)

Mr. McConvey moved, seconded by Mr. Derouchie that Mr. Shafer be authorized to fill all vacancies for the 2014-15 school year.

Yes - 5

No - 0, motion carried

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

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

Agreement with Pitney Bowes in connection with the Digital Mailing System
Agreement with Adirondack Health for CNA Adult Education Course
Agreement with Adirondack Health in connection with the AEC Health Occupations Program
Agreement with Core Climate Systems for the Adirondack Educational Center
Agreement with the Research Foundation for Mental Hygiene, Inc. in connection with Employment Network Support Services
Agreement with Esther Debyah in connection with Claims Auditing Services
Agreement with Learner Center Initiatives in connection with MPPR License Renewal for March, 2014 to June, 2014
Agreement with Learner Center Initiatives in connection with MPPR License Renewal for July, 2014 to June, 2015
Agreement with Alice Hyde Medical Center New Vision Program
Agreement with Alice Hyde Nursing Home CNA Program
Agreement with Centenary United Methodist Church
Agreement with Giggles and Wiggles Daycare in connection with Early Childhood Education Program
Agreement with Champlain Valley Educational Services in connection with the Supplemental Nutrition Assistance Program
Agreement with OneWorkSource for CNA Adult Education Course
Service Agreement with Albany BOCES

Yes - 5

No - 0, motion carried

**APPROVAL TO BID
TRASH/RECYCLABLES
REMOVAL – NFEC & AEC:**

Mr. Shafer informed the Board regarding the need to bid for trash and recyclables removal from the North Franklin Educational Center and the Adirondack Educational Center. Following discussion, Mr. McConvey moved, seconded by Mr. Russell that the notice to bidders be advertised.

Yes - 5

No - 0, motion carried

**APPROVAL TO BID
INTERNAL AUDITING
SERVICES:**

Mr. Shafer informed the Board regarding the need to bid for Internal Auditing Services for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Derouchie moved, seconded by Mr. Swanston that the notice to bidders be advertised.

Yes - 5
No - 0, motion carried

**APPROVAL TO BID
EXTERNAL AUDITING
SERVICES:**

Mr. Shafer informed the Board regarding the need to bid for External Auditing Services for the Franklin-Essex-Hamilton BOCES. Following discussion, Mr. Swanston moved, seconded by Mr. Russell that the notice to bidders be advertised.

Yes - 5
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Russell 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 - 5
No - 0, motion carried

**APPROVAL OF REVISED
ANNUAL PROFESSIONAL
PERFORMANCE REVIEW
PLAN:**

Mr. McConvey moved, seconded by Mr. Swanston that the revised Annual Professional Performance Review Plan as annexed to these minutes be approved.

Yes - 5
No - 0, motion carried

**APPROVAL OF
TECHNOLOGY PLAN:**

Mr. Derouchie moved, seconded by Mr. McConvey that the revised Technology Plan as annexed to these minutes be approved.

Yes - 5
No - 0, motion carried

**FINAL BUILDING PROJECT
REPORT AND FP-FI FORM:**

Mr. Shafer presented the Final Report in connection with the Reconstruction Project at the North Franklin Educational Center. Mr. Swanston moved, seconded by Mr. Derouchie that the attached Request for Revision of Financial Information Form (FP-FI Form) increasing the total cost of the project from \$515,000 to \$533,847.12 be approved, and that the President and/or District Superintendent be authorized to sign.

Yes - 5
No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETING:**

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

NYSSBA's Annual Convention and Education Expo in New York City,
October 26-28, 2014

Yes - 5

No - 0, motion carried

**UPDATE ON LONG RANGE
PLANNING FOR CAREER
AND TECHNICAL
EDUCATION:**

Leslie LaRose provided an update on the long range planning for career and technical education and also shared information regarding the Regents discussion on expansion of integrated credits in approved CTE programs.

OTHER BUSINESS:

Mr. Shafer distributed information from the NYS Council of School Superintendents regarding the 2014 Legislative Priorities.

ADJOURNMENT:

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

Yes - 5

No - 0, motion carried

Meeting adjourned at 9:10 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk