

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

DATE: November 21, 2013

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

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

MEMBERS ABSENT: Christine A. Blumberg

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. Derouchie that the minutes of the regular meeting of October 17, 2013 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 October. Following discussion, Mr. McConvey moved, seconded by Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of October be approved.

Yes - 7
No - 0, motion carried

EXECUTIVE SESSION:

Mr. McConvey moved, seconded by Mr. Derouchie that the Board enter into an executive session to discuss resolution of notice of claim on tenure area and staffing reduction.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:18 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 7:34 P.M.

ABOLISHMENT OF POSITION:

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

Teacher Aide (Jeanette Bassett – Effective 10/31/13)

Yes - 7

No - 0, motion carried

CHANGE IN SUBSTITUTE RATE FOR SCHOOL MONITOR:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. O'Bryan that the substitute rate for School Monitor be changed from \$45 to \$52 due to change in minimum wage effective 1/1/14.

Yes - 7

No - 0, motion carried

CHANGE IN POSITION STATUS:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Swanston that position status be changed as follows:

Mary Raville – Multi-Occupations Teacher 50% to 100% (Effective 11/06/13)

Joshua Zenger – COTA 66% to 100% (Effective 12/17/13)

Audrey Roberts – Home Economics Teacher 100% to 50% (Effective 2/3/14)

Yes - 7

No - 0, motion carried

RESIGNATIONS:

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

Philip A. Beaney - CTE Outreach Coordinator (Due to Retirement – Effective 12/30/13) Change in Retirement Date from 12/31/13 TO 12/30/13)

Daniel M. Taylor – COTA – Effective 12/16/13

Yes - 7

No - 0, motion carried

APPOINTMENTS:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Derouchie that:

Megan J. Clookey, be appointed as a SENIOR CLERK commencing on 11/12/13, salary to be at Grade 6, Step 1 of the Non-Instructional Salary Schedule for the school year 2013-14.

Lori L. Hellijas, be appointed as a PRINCIPAL ACCOUNT CLERK, commencing on 11/05/13, salary to be at Grade 9 – Step 1 of the Non-Instructional Salary Schedule for the school year 2013-14. (*Provisional Appointment Pending Approval from the Franklin County Civil Service Dept.*)

John P. Roe, be appointed as a CULINARY ARTS TEACHER pursuant to Feinerman's Agreement, commencing on 01/06/14, salary to be at Step 5 of the Instructional Salary Schedule for the school year 2013-14.

Sharon Earle, be appointed as DEPUTY TREASURER (no additional compensation) commencing on 12/09/13 for the school year 2013-14.

Carol Clark, be appointed as EXTRACLASSROOM ACTIVITY FUND AUDITOR (no additional compensation) commencing on 11/22/13 for the school year 2013-14.

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Kristina Gaffney

Substitute Certified Occupational Therapist Assistant - \$23.60 Per Hour

Lisa Whyte (Up to 100 Hours)

Part-time Speech & Hearing Handicapped Teacher - \$34.55 Per Hour

Tana Hanley (Up to 300 Hours)

Part-time Teacher of the Deaf - \$34.55 Per Hour

Tracy Scharf (Up to 15 Hours)

Extra Program Employment

Robin Dupuis – Speech & Hearing Handicapped Teacher (Up to 60 Hours)

Adult Education Teachers

Judy Winters, Computer Basics for Seniors Instructor - 13 hours at \$30/hour
Judy Winters, Ipad/Ipod/Kindle Hd/Kindle Fire Training Instructor - 8 hours at \$30/hour
Holly Harz, Cake Decorating Course Instructor - 10 hours at \$30/hour
Jamie O'Dell, Extreme Couponing Course Instructor - 3 hours at \$30/hour
Thomas Marshall, Small Engine Repair Course Instructor - 23 hours at \$30/hour
Alicia Kissane, Intro to Spanish Instructor - 23 hours at \$30/hour

Job Coach - \$13.25 Per Hour

Gary Travers (Up to 50 Hours – Pending approval from the Dept. of Civil Service)
Susan Traynor (Up to 50 Hours – Pending approval from the Dept. of Civil Service)

Substitute Cleaner - \$8.00 Per Hour

Lewis Dufuria

GED Examiners - \$20.00 Per Hour

Renee Poirier (Up to Additional 20 Hours)

Yes - 7

No - 0, motion carried

**APPOINTMENT TO
TENURE:**

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

Brittany E. Peryea – Ed. of Speech & Hearing Handicapped Children,
Effective 12/01/13

Yes - 7

No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. McConvey that the leave of absence for Kimberly Spinner, Teaching Assistant (10/16/13 – 06/30/14) be approved.

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:

COTA 80%
Curriculum & Differentiated Instruction Inc. the Analysis of Student Perf.
Data Coord. (Anticipated)
Employment and Training Assistant
Teacher of the Blind and Partially Sighted

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

Yes - 7

No - 0, motion carried

**APPROVAL OF BOCES
SERVICE DESCRIPTIONS
AND BUDGET
DEVELOPMENT
CALENDAR FOR 2014-15:**

The Board received a copy of the proposed BOCES Service Description Guide for 2014-15. Mr. Derouchie moved, seconded by Mr. Russell that the Service Guide and Budget Development Calendar for 2014-15 be approved for distribution to component school districts, etc.

Yes - 7

No - 0, motion carried

**REVISIONS TO THE
SALARY AND BENEFIT
POLICY – CONFIDENTIAL
EMPLOYEES:**

Mr. McConvey moved, seconded by Mr. Derouchie that the revised Salary and Benefit Policy for Confidential Employees be approved as annexed to these minutes.

Yes - 7

No - 0, motion carried

**ACKNOWLEDGEMENT OF
REVISED CONSULTANT
COMMITTEES:**

Mr. McConvey moved, seconded by Mr. Russell that the revised Consultant Committees for Early Childhood Education, Heating, Ventilation, Air Conditioning and Building Trades as annexed to these minutes, be acknowledged for the 2013-14 school year.

Yes - 7

No - 0, motion carried

**APPROVAL OF WORK
SITE:**

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

Yes - 7

No - 0, motion carried

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

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

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

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

Agreement with Clinton County Health in Connection with services for students with disabilities
Transportation Contracts with Brushton-Moira, Lake Placid, St. Regis Falls, Salmon River, Saranac Lake and Tupper Lake Central School Districts

Yes - 7

No - 0, motion carried

**APPROVAL FOR REVISED
2013-14 COMMITTEE
MEMBERSHIPS:**

Mr. Russell moved, seconded by Mr. O'Bryan 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

**APPROVAL OF
SETTLEMENT
AGREEMENT WITH A
PARTICULAR EMPLOYEE:**

Mr. McConvey moved, seconded by Mr. Swanston that a RESOLUTION to approve the Settlement Agreement, by and between a particular employee and the Franklin-Essex-Hamilton Board of Cooperative Educational Services, signed on November 15, 2013, and authorize the District Superintendent to fully execute the terms outlined therein accordingly be approved.

Yes - 7

No - 0, motion carried

**SUPERVISORY DISTRICT
SURVEY:**

The Board reviewed the Survey letter from Ken Slentz in connection with the vacancy in the position of District Superintendent of Schools of the Sole Supervisory District of Jefferson-Lewis-Hamilton-Herkimer-Oneida Counties and authorized Mr. Shafer to send a response to make no changes in the Sole Supervisory District (Option I).

**REPORT ON REGIONAL
STAFF DEVELOPMENT
DAY AND NFEC OPEN
HOUSE:**

Leslie LaRose gave a report on the Staff Development Day offerings and NFEC Open House.

ENROLLMENT TRENDS:

Mr. Shafer provided the Board with information in connection with enrollment trends in the Franklin-Essex-Hamilton Sole Supervisory District.

**PRESCHOOL SPECIAL
EDUCATION:**

Mr. Shafer gave an update to the Board regarding Preschool Special Education Programs.

**BOCES EDUCATIONAL
CONSORTIUM:**

Mr. Shafer informed the Board that AESA will be handling the BOCES Educational Consortium rather than NYSSBA.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 8:35 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk