

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

DATE: October 17, 2013

LOCATION: North Franklin Educational Center, Malone, 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, Gail Rogers Rice

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 7:15 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. Dupree moved, seconded by Mr. McConvey that the minutes of the regular meeting of September 19, 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 September. Following discussion, Mr. Russell moved, seconded by Mr. McConvey that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of September be approved.

Yes - 7
No - 0, motion carried

**ACCEPTANCE OF
INDEPENDENT AUDIT
REPORT:**

Carl Seyfarth, Independent Auditor, presented the Independent Audit Report for the year ending June 30, 2013 to the Board, acting as the Audit Committee of the Whole. Following discussion, Mr. Russell moved, seconded by Mr. McConvey that the Board, acting as the Audit Committee of the Whole, accept the Independent Audit Report for the year ending June 30, 2013 as prepared by Seyfarth & Seyfarth, CPAs, P.C.

Yes - 7

No - 0, motion carried

**PRESENTATION ON PRE-
SCHOOL SPECIAL
EDUCATION SERVICES:**

Jamie O'Dell gave the board a presentation on Pre-school Special Education Services.

EXECUTIVE SESSION:

Mr. Derouchie moved, seconded by Mr. Dupree that the Board enter into an executive session to discuss Salary and Benefit Policy for Confidential Employees and Notice of Claim.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 8:10 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 8:46 P.M.

**ABOLISHMENT OF
POSITIONS:**

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

Special Education Teacher (Effective 10/31/13)

Teaching Assistant (Effective 10/31/13)

Yes - 7

No - 0, motion carried

CREATION OF POSITIONS:

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. Swanston that the following positions be created:

Principal Account Clerk (Currently located at CAO)

Senior Clerk (Currently located at CAO)

Yes - 7

No - 0, motion carried

RESIGNATIONS:

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

Philip A. Beaney – CTE Outreach Coordinator (Due to Retirement – Effective 12/31/13)

Michael Mischler – Culinary Arts Teacher (Effective 10/04/13)

Yes - 7

No - 0, motion carried

CHANGE IN POSITION STATUS:

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

Joshua Zenger – COTA 100% to 66% (Effective 10/21/13)

Yes - 7

No - 0, motion carried

CHANGE IN GRADE – EMPLOYMENT AND TRAINING COORDINATOR:

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. O'Bryan that the Employment and Training Coordinator position grade be changed as follows:

From 10-Month, Grade 15 Position TO 12-Month, Grade 17 Position effective 10/1/13 and that the salary be changed accordingly for Tracy Lavoie, Employment and Training Coordinator to Grade 17 – Step 10 of the Non-Instructional Salary Schedule for the school year 2013-14. (*Provisional Appointment Pending Approval from the Franklin County Civil Service Dept.*)

Yes - 7

No - 0, motion carried

APPOINTMENTS:

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

Carol A. Clark, be appointed as a PRINCIPAL ACCOUNT CLERK, commencing on 10/01/13, salary to be at Grade 9 – Step 9 of the Non-Instructional Salary Schedule for the school year 2013-14. (*Provisional/Promotional Appointment Pending Approval from Franklin County Civil Service Dept.*)

Anita A. Estling, be appointed as a PRINCIPAL ACCOUNT CLERK, commencing on 10/07/13, salary to be at Grade 9 – Step 3 of the Non-Instructional Salary Schedule for the school year 2013-14. (*Provisional Appointment Pending Approval from Franklin County Civil Service Dept.*)

Anita A. Estling, be appointed as an EXTRA CLASSROOM ACTIVITY FUND TREASURER (AEC) salary to be pro-rated based on actual days worked on full-time salary of \$1,600 commencing on 10/10/13.

Michelle L. Law, be appointed as a SCHOOL SUPPORT ASSISTANT, commencing on 09/30/13, salary to be at Grade 17 – Step 10 of the Non-Instructional Salary Schedule for the school year 2013-14. (*Provisional Appointment Pending Approval from the Franklin County Civil Service Dept.*)

Jamie O'Dell, be appointed as a BUSINESS MANGER, 12-month salary to be at \$65,820 for the school year 2013-14. (*2nd Provisional Appointment Pending Approval from the Franklin County Civil Service Dept.*)

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Dorette Abruzzi

Melanie Carr

Emily Sharlow

Deputy Claims Auditor - \$15.00 Per Hour

Diane Hellmann

Employment and Training Assistant - \$18.55 Per Hour

Laice Redman (Up to 100 Hours through 06/30/14)

GED Examiners - \$20.00 Per Hour

Renee Poirer (Up to 15 Hours)

Brian Curtin (Up to 30 Hours)

Kathleen Curit (Up to 30 Hours)

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:

Culinary Arts Teacher

Curriculum & Differentiated Instruction Inc. the Analysis of Student Perf.

Data Coord. (Anticipated)

Employment and Training Assistant

Principal Account Clerk

Senior Clerk

Teacher of the Blind and Partially Sighted

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

Yes - 7

No - 0, motion carried

**ACCEPTANCE OF
RESIGNATION OF BOARD
MEMBER/VICE-PRESIDENT
GAIL ROGERS RICE:**

The Board received notification from the District Clerk regarding the resignation of Board Member/Vice President, Gail Rogers Rice. Mr. O'Bryan moved, seconded by Mr. Russell to accept the resignation with regret.

Yes - 7

No - 0, motion carried

Mr. McConvey moved, seconded by Mr. O'Bryan that a special election be held on December 4, 2013 for the purpose of electing a member to the BOCES to the unexpired term of Gail Rogers Rice through June 30, 2015.

Yes - 7

No - 0, motion carried

**ELECTION OF VICE-
PRESIDENT FOR THE
REMAINDER OF THE 2013-
14 SCHOOL YEAR:**

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

Yes - 7

No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETING:**

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

Essentials of School Board Governance Training – Lake Placid,
November 15, 2013 (Christine Blumberg)

Yes - 7

No - 0, motion carried

**APPROVAL FOR SPECIAL
EDUCATION FIELD
EXPERIENCE:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. McConvey that Abigail Spillane sponsored by SUNY Potsdam be approved for Special Education Field Experience.

Yes - 7

No - 0, motion carried

CTE CREDIT OPTIONS:

Mr. Shafer provided the board with information received from Ken Slentz from the State Education Department regarding the Review of Regents Career and Technical Education (CTE) Policy to Enhance Student Credit Options for Graduating College and Career Ready.

**CTE HOUSE RENOVATION
PROJECT:**

The Board received a copy of the article in The Malone Telegram regarding the CTE House Renovation Project.

**NOMINATIONS FOR
NYSSBA BOARD OF
DIRECTORS FOR AREA 6:**

The Board received a letter from William Sommerfield seeking nomination for the NYSSBA Area 6 Director, effective January 1, 2014.

ADJOURNMENT:

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 9:26 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk