

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

DATE: September 19, 2013

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Gail Rogers Rice, Christine A. Blumberg, Stephen J. Dupree, William A. McConvey, Thomas O'Bryan, Ralph H. Russell, John G. Swanston

MEMBERS ABSENT: Thomas P. Derouchie

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 August 15, 2013 be approved.

Yes - 8
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 August. Following discussion, Mr. McConvey moved, seconded by Mr. Dupree that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of August be approved.

Yes - 8
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 June 7, 2013 through September 12, 2013. Mr. Russell moved, seconded by Mr. McConvey to accept the report as annexed to these minutes.

Yes - 8

No - 0, motion carried

**EXTRA CLASSROOM
AUDIT:**

The Board received a memo from Archie McKee, Extra Classroom Activity Fund Auditor, reporting on the findings of the Extra Classroom Semi-Annual Audit. Dr. Rice moved, seconded by Mr. Swanston that the report be accepted.

Yes - 8

No - 0, motion carried

**PRESENTATION ON
PROGRAM STATISTICS &
RESULTS FOR CTE,
REGIONAL SUMMER
SCHOOL, ALTERNATIVE
EDUCATION AND GED:**

Lorraine Childs and Rick Swanston presented the Board with information on statistics and results for students enrolled in CTE, Regional Summer School, Extended School Year, Alternative Education and GED Programs.

**KBM YEAR END REPORT
FOR THE HEALTH
INSURANCE
CONSORTIUM:**

Stephen Shafer highlighted information from the Year End Report for the Health Insurance Consortium provided by KBM Management.

EXECUTIVE SESSION:

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

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 7:42 P.M.

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

Yes - 8

No - 0, motion carried

The Board left executive session at 7:55 P.M.

**REVISED
ESTABLISHMENT OF
STANDARD WORK DAY
FOR THE PURPOSE OF
DETERMINING DAYS
WORKED REPORTABLE
TO THE NEW YORK
STATE AND LOCAL
EMPLOYEES'
RETIREMENT SYSTEM:**

Mr. McConvey moved, seconded by Dr. Rice that the establishment of standard work day for the purpose of determining days worked reportable to the New York State and Local Employee's Retirement System be revised for the following positions:

School Monitor – 6 ½ Hours Per Day/5 Days Per Week
Interpreter for the Deaf – 6 ½ Hour Per Day/5 Days Per Week
Physical Therapist Assistant – 6 ½ Hours Per Day/5 Days Per Week
Registered Professional Nurse - 6 ½ Hours Per Day/5 Days Per Week
Licensed Practical Nurse - 6 ½ Hours Per Day/5 Days Per Week
Student Counseling Program Assistant - 6 ½ Hours Per Day/5 Days Per Week
Occupational Therapist Assistant – 6 ½ Hours Per Day/5 Days Per Week
Teacher Aide – 6 ½ Hours Per Day/5 Days Per Week

Substitutes for Occupational Therapist, Physical Therapist, School Monitor, Interpreter for the Deaf, Physical Therapist Assistant, Registered Professional Nurse, Licensed Practical Nurse, Student Counseling Program Assistant, Occupational Therapist Assistant, Teacher Aide – 6 ½ Hours Per Day

Yes - 8
No - 0, motion carried

**ABOLISHMENT OF
POSITION:**

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

Account Clerk (Currently located at AEC)

Yes - 8
No - 0, motion carried

CREATION OF POSITION:

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

Principal Account Clerk (Currently located at AEC), pending approval of the Franklin County Department of Civil Service

Yes - 8
No - 0, motion carried

RESIGNATIONS:

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

Paula Erno-Boyea – School Counselor (Effective 08/31/13)
Beth-Ann M. Haynes – Account Clerk (Effective 09/22/13)
Debra M. McQuinn – Principal Account Clerk (Effective 09/18/13)

Yes - 8
No - 0, motion carried

APPOINTMENTS:

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

Roberta J. Bartell, permanently certified in Deaf and Hearing Impaired, be appointed as a TEACHER OF THE DEAF & HEARING IMPAIRED in the Education of Children with Handicapping Conditions – Education of Deaf Children tenure area for a probationary period of two (2) years commencing on 09/16/13 and terminating on 09/15/15, salary to be at Step 14 of the Instructional Salary Schedule for the school year 2013-14.

Maureen M. Burngasser, be appointed as a CLEANER commencing on 09/03/13, salary to be at Grade 1, Step 1 of the Non-Instructional Salary Schedule for the school year 2013-14.

Lisa Fairchild, be appointed as a CLEANER 50% commencing on 09/09/13, salary to be at Grade 1, Step 1 of the Non-Instructional Salary Schedule for the school year 2013-14.

Karen Lanthier, be appointed as DEPUTY TREASURER (no additional compensation) commencing on 09/20/13 for the school year 2013-14.

Karen Lanthier, be appointed as EXTRA CLASSROOM ACTIVITY FUND AUDITOR (no additional compensation) commencing on 09/20/13 for the school year 2013-14.

Lori Davis, be appointed 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 09/23/13 until vacancy is filled.

Yes - 8

No - 0, motion carried

**DESIGNATION FOR
EMPLOYEES LESS THAN
FULL-TIME:**

Upon the recommendation of Mr. Shafer, Mrs. Blumberg moved, seconded by Mr. O'Bryan that the following individual be designated as follows:

Danielle N. O'Mara – School Counselor 55%, Step 13 (Effective 09/01/13)

Yes - 8

No - 0, motion carried

**CHANGE IN POSITION
STATUS (EFFECTIVE
09/01/13):**

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

Brittany Peryea – Speech & Hearing Handicapped Teacher (25% to 100%), Effective 09/01/13

Brian Surface – Physical Education Teacher (68% to 75%) Effective 09/01/13

Joshua Zenger – COTA (50% to 100%) Effective 09/01/13

Yes - 8

No - 0, motion carried

CALL BACK:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Dr. Rice that the following individuals be called back for the 2013-14 school year:

Marjorie Clodgo – Speech & Hearing Handicapped Teacher - \$56,800
(Effective 09/01/13)

Theresa Patnode-Rankin – Teaching Assistant - \$23,775 Base 10-Month Salary (Effective 09/01/13)

Rosemary Robinson – Teaching Assistant 50% - $\$23,067 \times 50\% = \$11,534$
(Effective 09/01/13) Moved to 100% Effective 09/09/13

Barbara Silver – School Monitor 50% - \$13,814 Base 10-Month Salary
(Effective 09/16/13)

Yes - 8

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

2013 Summer Regional/Extended School Year and On-Line

Tracy Edwards-Warren (Additional 2 Hours)

Erin Conners (Additional 1 Hour)

Susan Johnston (Additional 3.5 Hours)

Mary Hennop (Additional 7 Hours)

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

Richard Boyea

Adult Education Instructors (GED) 2013-14 School Year

Carol Van Riper - \$34.55 Per Hour (Up to 75 Hours)

Joseph Campbell - \$47.33 Per Hour (Up to 350 Hours)

Part-time School Psychologist

Candice Dobler - \$34.55 Per Hour (Up to 20 Hours)

Substitute Principal

Michael Fellion - \$350 Per Day

Yes - 8

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:

Employment and Training Assistant
Principal Account Clerk (Currently located at CAO)
Principal Account Clerk (Currently located at AEC), pending approval of FC
Dept. of Civil Service
School Support Assistant
Teacher of the Blind and Partially Sighted

Mr. O'Bryan moved, seconded by Mrs. Blumberg that Mr. Shafer be authorized to fill all vacancies for the 2013-14 school year.

Yes - 8

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. McConvey moved, seconded by Dr. Rice that the written report for the period of June 20, 2013 – September 13, 2013 submitted by Esther Debyah, Claims Auditor and dated 09/13/13, be accepted.

Yes - 8

No - 0, motion carried

**APPROVAL FOR REVISED
CONSTITUTION & BY-
LAWS FOR VARIOUS
CLUBS IN CONNECTION
WITH SAFEGUARDING,
ACCOUNTING, AND
AUDITING OF EXTRA
CLASSROOM ACTIVITY
FUNDS POLICY:**

Mr. McConvey moved, seconded by Mr. Dupree that the revised Constitution & By-Laws for Various Clubs in Connection with Safeguarding, Accounting, and Auditing of Extra Classroom Activity Funds Policy be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

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

Mr. McConvey moved, seconded by Mrs. Blumberg that the President and/or District Superintendent be authorized to sign:

Agreement with Citizen Advocates in connection with Health
Occupations Clinical Experience
Agreement with Microsoft in connection with the NYS Contract for
Volume Licensing of MS Software
Agreement with North Country Habitat for Humanity in connection
with the Building Trades Program
Agreement with Castallo & Silky Consulting Firm in connection with
Consulting Services
Appendix to the Agreement with St. Lawrence County Public Health
in connection with Preschool Services
Memorandum of Understanding: Contract for Sub Allocation of 611
& 619 Funds for Malone CSD and St. Regis Falls CSD
Transportation Contract with Malone CSD
Agreement with Key Bank in connection with Merchant

Services/Credit Card to be signed by the Treasurer or Board President
Agreement with D'Youville College in connection with Clinical
Internship Experience

Yes - 8

No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETINGS:**

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:

SLL School Boards Association Meeting – September 26, 2013,
SLL BOCES Educational Services Center in Canton

CEWW School Boards Association Meetings to be held at West
Side Ballroom in Plattsburgh:

- November 21, 2013
- January 9, 2014

Yes - 8

No - 0, motion carried

**APPROVAL OF
ADDITIONAL
MEMBERSHIP FOR THE
2013-14 SCHOOL YEAR:**

Dr. Rice moved, seconded by Mr. Russell that NYS Association of Family
Consumer Sciences be added to the Membership List as annexed to these
minutes for the 2013-14 school year.

Yes - 8

No - 0, motion carried

**APPROVAL OF WORK
SITE:**

Dr. Rice moved, seconded by Mrs. Blumberg that the attached work site be
approved.

Yes - 8

No - 0, motion carried

**APPOINTMENT OF
ADDITIONAL LEGAL
REPRESENTATION:**

Mr. McConvey moved, seconded by Mr. Dupree that:

BE IT RESOLVED, that the law firm of Hogan, Sarzynski, Lynch, DeWind
& Gregory, LLP is appointed as counsel for the BOCES in regard to its
boundary line matter; and it is

FURTHER RESOLVED, that the Board has had an opportunity to discuss the
potential conflict of interest in having the law firm perform a joint
investigation and determination of the boundary line dispute with CVES
BOCES and understands and waives the potential conflict.

Yes - 8

No - 0, motion carried

**CERTIFICATION OF
PRINCIPAL EVALUATOR
FOR TEACHERS:**

Mrs. Blumberg moved, seconded by Dr. Rice that:

WHEREAS, the Board of Education has been provided evidence that Michael Fellion has completed training which meets the requirements of 8 NYCRR 30-2.9 and the Franklin-Essex-Hamilton BOCES Annual Professional Performance Review Plan for certification as Principal Evaluators of teachers, therefore;

BE IT RESOLVED, that, upon recommendation of the District Superintendent, Michael Fellion be certified as a Principal Evaluator of teachers.

Yes - 8

No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Mr. McConvey moved, seconded by Mr. Russell that a donation of a Guide Boat (\$1,000 estimated value) from Chris Degen to be used in connection with BOCES educational programs and projects be accepted.

Yes - 8

No - 0, motion carried

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

Mr. Russell moved, seconded by Mr. O'Bryan that Wayne Rogers be nominated for Area 6 Director of the New York State School Boards Association for the term beginning January 1, 2014 and that the clerk be authorized to send a letter accordingly.

Yes - 8

No - 0, motion carried

ADJOURNMENT:

Mr. McConvey moved, seconded by Mr. O'Bryan that the meeting be adjourned.

Yes - 8

No - 0, motion carried

Meeting adjourned at 8:23 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk