

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

- DATE:** April 18, 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, John G. Swanston
- MEMBERS ABSENT:** Hallie Bond, Gail Rogers Rice, Ralph H. Russell
- 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. Derouchie moved, seconded by Mr. O’Bryan that the minutes of the regular meeting of March 21, 2013 as well as the annual meeting of April 9, 2013 be approved.
- Yes - 6
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 March. 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 March be approved.
- Yes - 6
No - 0, motion carried

**APPROVAL OF
AMENDMENT TO THE
2012-13 BOCES BUDGET:**

Mr. O'Bryan moved, seconded by Mr. Dupree that the BOCES Budget for the 2012-13 school year be amended in the amount of \$150,050 in order to provide additional appropriations for anticipated expenditures based on services to be provided to component school districts.

Yes - 6
No - 0, motion carried

EXECUTIVE SESSION:

Mr. McConvey moved, seconded by Mr. Derouchie that the Board enter into an executive session to discuss evaluation of the District Superintendent & discussion of the status of negotiations and the employment status of two individuals.

Yes - 6
No - 0, motion carried

The Board entered into an executive session at 7:13 P.M.

Mr. Derouchie moved, seconded by Mr. O'Bryan that the Board leave the executive session.

Yes - 6
No - 0, motion carried

The Board left executive session at 8:10 P.M.

**APPROVAL OF
AGREEMENT TO EXTEND
PROBATIONARY PERIOD:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. Dupree to approve the motion to extend probationary period until August 31, 2014 for Alisha Marks to allow for additional time for tenure recommendation per agreement signed April 17, 2013 between FEH BOCES, The FEH BOCES Teachers' Association and Alisha Marks.

Yes - 6
No - 0, motion carried

**ABOLISHMENT OF
POSITIONS:**

No action was taken on the following recommended abolishment of positions:

Interpreters – 1.5 Positions (Pamela Carpenter .5 / Gemini Randolph)
Occupational Therapist – 1 Position (Kelli O'Sullivan)
Principal (Rick Swanston)
School Monitors – 3 Positions (Rita Carr-Lord/Steven Mulverhill – Louise Jarvis will be retiring)

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

Secretary to Program Administrator (Vacant Position)

Yes - 6
No - 0, motion carried

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

Speech & Hearing Handicapped Teacher – 2 Positions (Marjorie Clodgo/Brittany Peryea)

Yes - 6

No - 0, motion carried

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

Special Education Teachers – 2 Positions (Kathy Farrell/Jennifer Raville)

Yes - 6

No - 0, motion carried

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

Teaching Assistants – 5 Positions (Carolyn Bezrutczyk .5/Loretta Charland/Julie Cosgrove/Theresa Rankin/Jean Santamore/Bobbi-Jo Wood .5)

Yes - 6

No - 0, motion carried

CHANGE IN POSITION STATUS:

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

School Support Assistant (.5 FTE to 1.00 FTE)

Bobbi-Jo Wood (Effective 04/08/13)

Provisional Appointment Pending Approval from the Dept. of Civil Service

Yes - 6

No - 0, motion carried

RESIGNATION:

Mr. Swanston moved, seconded by Mr. O'Bryan that the following resignation be accepted:

Rita Carr-Lord – School Monitor (Due to Retirement – Effective 06/30/13)

Yes - 6

No - 0, motion carried

REMOVAL DUE TO EXPIRATION OF CIVIL SERVICE ELIGIBILITY:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. McConvey that the following be removed due to expiration of civil service eligibility:

Karen Plante-Lanthier – Accountant (Currently located at CAO) Grade 6 – Step 11 (Effective Date – 05/09/13)

Yes - 6

No - 0, motion carried

REINSTATEMENT OF TITLE TO ACCOUNT CLERK:

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. O'Bryan that the reinstatement of title to account clerk as follows:

Karen Plante-Lanthier – Account Clerk (Currently located at CAO) Grade 6 – Step 11 (Effective Date 05/09/13)

Yes - 6

No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

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

Extra Program Employment

Robin Dupuis – Speech & Hearing Handicapped Teacher (Up to 20 Hours)

Adult Education

Candy Gadway – Computer Basics for Seniors Instructor – 13 Hours at \$30/Hour

Adult Education Instructors (GED) 2012-13 School Year

Kathleen Curit, GED Examiner (QLA) - \$20/hour (Up to an additional 25 hours through 06/30/13)

Proctor Examiner - \$10.00 Per Hour

Susan Walczak (Additional 4 Hours)

Part-time Physical Therapist - \$37.06 Per Hour

Rayella Pickering

Yes - 6

No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Dupree that the leave of absence for Tara Ellis, Registered Professional Nurse (03/04/13 – 05/31/13) be approved.

Yes - 6

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:

- Cleaner 50%
- Employment and Training Assistant
- Library Media Specialist 85%
- Registered Professional Nurse (Effective 09/01/13)
- Teacher of the Blind and Partially Sighted

Mr. Derouchie moved, seconded by Mr. O'Bryan that Mr. Shafer be authorized to fill all vacancies for the 2012-13 school year.

Yes - 6
No - 0, motion carried

BOCES BUDGET FOR 2013-14:

Mr. Shafer reviewed the proposed 2013-2014 BOCES Administrative Budget with the Board. Mr. Derouchie moved, seconded by Mr. Dupree that the BOCES Budget for the 2013-2014 school year in the amount of \$20,228,408 be approved.

Yes - 6
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

- Agreement with Brushton-Moira Central School in connection with the WIA In-School Grant for Adult Education
- Agreement with Chateaugay Central School in connection with the WIA In-School Grant for Adult Education
- Agreement with Catholic Charities in connection with the WIA In-School Grant for Adult Education
- Agreement with Adirondack Community Action Program (ACAP) in connection with the WIA Out-of-School Grant for Adult Education
- Agreement with Catholic Charities in connection with the WIA Out-of-School Grant for Adult Education
- Agreement with the Centris Group in connection with IEP Direct
- Agreement with the Press Republican in connection with Advertising Services
- Certificate of Substantial Completion in Connection with the NFEC Reconstruction Project
- Agreement with Clinton County Employment Training in connection with the WIA Out-of-School Grant for Adult Education
- Agreement with Adirondack Community Action Program (ACAP) in connection with the WIA Youth Program

Yes - 6
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Dupree 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 - 6
No - 0, motion carried

**APPROVAL OF 5 YEAR CTE
RESERVE PLAN
2013-14 THROUGH 2017-18:**

Mr. Derouchie moved, seconded by Mr. Swanston that the revised BOCES 5-Year Career and Technical Education Reserve Plan be for 2013-14 through 2017-18 be approved.

Yes - 6
No - 0, motion carried

**APPROVAL OF
TECHNOLOGY PLAN 2013-
2016:**

Mr. Swanston moved, seconded by Mr. Derouchie that the Technology Plan for 2013-2016 be approved.

Yes - 6
No - 0, motion carried

**REVIEW OF BOCES
ANNUAL MEETING,
RESULTS OF ANNUAL
ELECTION OF MEMBERS
OF THE BOCES, AND VOTE
ON ADMINISTRATIVE
BUDGET CONDUCTED ON
APRIL 16, 2013:**

The Board discussed the BOCES Annual Meeting held on April 9, 2013 and reviewed the results of the Annual Election of members of the BOCES and vote on Administrative Budget conducted on April 16, 2013.

ADJOURNMENT:

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

Yes - 6
No - 0, motion carried

Meeting adjourned at 8:40 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk