

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

DATE: December 20, 2012

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis Egan, Thomas Derouchie, William McConvey, Thomas O’Bryan, John Swanston

MEMBERS ABSENT: Hallie Bond, Stephen Dupree, Gail Rogers Rice, Ralph 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.

BIANNUAL PRESENTATION FROM CLAIMS AUDITOR: The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor. Following discussion, Mr. McConvey moved, seconded by Mr. Derouchie that the Biannual Presentation and Claims Audit Report for the period of September 7 – December 6, 2012 submitted by Esther Debyah, Claims Auditor and dated 12/12/12, be accepted.
Yes - 5
No - 0, motion carried

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 November 15, 2012 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 November. Following discussion, Mr. Swanston moved, seconded by Mr. McConvey that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of November be approved.

Yes - 5
No - 0, motion carried

ACCEPTANCE OF INDEPENDENT AUDIT REPORT:

Carl Seyfarth, Independent Auditor, presented the Independent Audit Report for the year ending June 30, 2012 to the Board, acting as the Audit Committee of the Whole. Following discussion, Mr. Derouchie moved, seconded by Mr. Swanston that the Board, acting as the Audit Committee of the Whole, accept the Independent Audit Report for the year ending June 30, 2012 as prepared by Seyfarth & Seyfarth, CPAs, P.C..

Yes - 5
No - 0, motion carried

REPORT ON APPROVED EXTRA-TIME AND OVERTIME COMPENSATION:

The Board received a Report on the Overtime Claims Paid for the period of September 14, 2012 through November 28, 2012. Mr. McConvey moved, seconded by Mr. Derouchie to accept the report as annexed to these minutes.

Yes - 5
No - 0, motion carried

UPDATE ON THE INTERNAL AUDIT FUNCTION:

The Board received an update on the Internal Audit Function from Jamie O'Dell, Business Manager.

EXECUTIVE SESSION:

Mr. Derouchie moved, seconded by Mr. O'Bryan that the Board enter into an executive session for the purpose of discussing upcoming negotiations with the CSEA and the administrators.

Yes - 5
No - 0, motion carried

The Board entered into an executive session at 8:04 P.M.

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

Yes - 5
No - 0, motion carried

The Board left executive session at 8:20 P.M.

RESIGNATIONS:

Mr. O'Bryan moved, seconded by Mr. Derouchie that the following resignations be accepted:

Robin Schneider – Interpreter for the Deaf (Effective 01/22/13)
Sarah Spur – Library Media Specialist 85% (Effective 01/13/13)

Yes - 5
No - 0, motion carried

DESIGNATION FOR EMPLOYEE LESS THAN FULL-TIME:

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Swanston that the following be designated:

Gregory Camelo, be designated as a LIBRARY MEDIA SPECIALIST 85% commencing on 01/14/13 – 06/30/13, salary to be at Step 11 of the Teacher Salary Schedule for the school year 2012-13.

Yes - 5
No - 0, motion carried

APPOINTMENT:

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

Tracy Lavoie, be appointed as a VOCATIONAL ASSESSMENT SPECIALIST commencing on 11/26/12, salary to be at \$32,084 (*Provisional Appointment Pending Approval from the Department of Civil Service*) for the school year 2012-13.

Yes - 5
No - 0, motion carried

PART-TIME & OCCASIONAL EMPLOYEES:

Upon the recommendation of Mr. Shafer, Mr. Swanston 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)

John D. Adams
Amber Jewtraw (Add Teaching Assistant and Teacher Aide)
Mary Ann Rockwell
Abigail A. Spillane
Arianna Swanston

Extra Program Employment

Kim Brusco – Special Education Teacher (Up to 50 Hours for 2012-13)
Lori Buno-Taylor – Home/School/Community Coordinator (1 Day)

SEIT Teacher (Part-time) - \$37.06 Per Hour

Marice Bright (Up to 100 Hours for 2012-13)

School Links Coordinator - \$35.00 Per Hour

Marice Bright (Up to 15 Hours Per Week from 01/01/13 through 06/30/13)

21st Century Agriculture – Science Club Advisor (Unpaid Position)

David Russell

GED Examiner – \$20.00 Per Hour

Brian Curtin (Up to 50 Hours for 2012-13)

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:

- Interpreter for the Deaf
- Library Media Specialist 85%
- Physical Therapist Assistant
- SEGIS Coordinator
- Teacher of the Blind and Partially Sighted

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

Yes - 5
No - 0, motion carried

APPROVAL OF REVISED DISTRICT-WIDE SAFETY COMMITTEE MEMBERSHIP:

Mr. Swanston moved, seconded by Mr. McConvey that the revised District-Wide Safety Committee Membership as annexed to these minutes be acknowledged for the 2012-13 school year.

Yes - 5
No - 0, motion carried

APPROVAL OF VOLUNTEER OBSERVATION:

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. O’Bryan that the following individuals be approved for volunteer observation.

- Brianna Stark for up to 25 hours – OT
- Andrew Boyea for up to 25 hours – PT

Yes - 5
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

- Transportation Contract (*St. Regis Falls*)
- Agreement with Akwesasne Boys and Girls Club
- Agreement with NYS Office of Temporary Disability Assistance in connection with the Educational Resources Grant
- Agreement with Franklin County DSS – School Links Coordinator

Yes - 5
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Swanston 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
RESOLUTION REQUESTING
ADDITIONAL AID FOR
SCHOOL DISTRICTS
LOCATED IN THE
ADIRONDACK PARK:**

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

Be it Resolved by the Franklin-Essex-Hamilton BOCES that the Governor and Legislature for New York State should take special consideration for financial aid for schools and municipalities located within the Adirondack Park.

WHEREAS, the Adirondack Park was created by New York State in 1885 as a natural preserve and publicly protected area to benefit future generations of New Yorkers; and

WHEREAS, the Adirondack Park is the largest publicly protected area within the contiguous United States, and

WHEREAS, the Adirondack Park is promoted, both within and beyond the State's borders, as a place for recreation and vacationing, and

WHEREAS, New York State continues to acquire property within the Adirondack Park to serve this purpose, and

WHEREAS, to maintain the Adirondack Park as a sustainable resource and natural habitat, regulations have been developed to control the amount of development within the borders of the Park, and

WHEREAS, these regulations greatly impact the ability of communities within the Adirondack Park to improve their economic development and grow their tax base, and

WHEREAS, the use of the Adirondack Park as a "Playground" for the rest of the state comes at the expense of local residents who have lost the ability for economic growth, and

WHEREAS, the inability to promote economic growth forces public institutions, especially schools, to rely on the property tax as a primary source of revenue, and

WHEREAS, the property taxes within the Adirondack Park are becoming unsustainable and contributing to the declining population of residents, and

WHEREAS, the New York State Property Tax Cap limits the amount of revenue to support the infrastructure within the Adirondack Park, and

WHEREAS, these factors adversely affect the children living within the Park as they do not have the same educational opportunities as their peers throughout the State,

NOW, THEREFORE, BE IT RESOLVED by the Franklin-Essex-Hamilton BOCES, that the Governor of the State of New York and members of the New York State Senate and New York State Assembly must create a special aid fund to support schools located within the Adirondack Park to compensate for the loss of economic growth due to the regulatory requirements to maintain the Adirondack Park as the “Playground” for New York State, and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Governor, Senate Majority and Minority Leaders, Assembly Speaker and Minority Leader, and the members of the State Senate and State Assembly representing the Franklin-Essex-Hamilton BOCES.

Yes - 5
No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETING:**

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

FEHSBA Meeting/Videoconference (NFEC/AEC) Wednesday, 1/23/13,
7:00 PM

Yes - 5
No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Mr. McConvey moved, seconded by Mr. Swanston that a donation from the New Vision Government and Law Class of 2012 in the amount of \$1,600.00 be accepted.

Yes - 5
No - 0, motion carried

BUDGET DEVELOPMENT:

Particular items in connection with the budget development for 2013-14 were reviewed by Mr. Shafer.

**BUILDING TRADES
HOUSE/PROJECT:**

Mr. Shafer informed the board of various project the Building Trades Programs were working on this school year and discussed possibilities for next year.

**POTENTIAL SHARED
SERVICES FACILITY
PROJECT:**

Mr. Shafer advised the Board of a potential shared services facility project.

**INSTRUCTIONAL
TIME/DISTRICT
CLOSINGS/DELAYS CHART:**

The Board received a report on School Closings/Delays/Early Dismissals/Center Events for the 2012-13 school year.

COMMISSIONER'S VISIT:

Mr. Shafer informed the Board of the Commissioner's Visit to the north country on January 10th and 11th and reminded members that he was scheduled to speak at the upcoming CEWW School Boards Association Meeting to be held in Plattsburgh on January 10, 2013.

ADJOURNMENT:

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

Yes - 5

No - 0, motion carried

Meeting adjourned at 9:30 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk