

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

DATE: February 21, 2013

LOCATION: Adirondack Educational Center, Saranac Lake, New York/
North Franklin Educational Center, Malone, New York (Videoconference)

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Hallie Bond, Thomas P. Derouchie, Stephen J. Dupree,
William A. McConvey, Thomas O’Bryan, John G. Swanston

MEMBERS ABSENT: Gail Rogers Rice, Ralph H. Russell

OTHERS PRESENT: Stephen T. Shafer, District Superintendent
Carol J. Lavoie, Clerk

**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 Ms. Bond that the minutes of
the regular meeting of January 23, 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
January. Following discussion, Mr. Dupree moved, seconded by Mr.
O’Bryan that the Treasurer's Reports, Budget Control and Analysis of
Revenue Reports for all funds for the month of January be approved.

Yes - 7
No - 0, motion carried

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

Mr. Derouchie moved, seconded by Mr. McConvey that the BOCES Budget for the 2012-13 school year be amended in the amount of \$28,387 in order to provide additional appropriations for anticipated expenditures based on services to be provided to component school districts.

Yes - 7
No - 0, motion carried

**EXTRA CLASSROOM
SEMI-ANNUAL 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 for the period of 2/1/12 – 6/30/12. Mr. Swanston moved, seconded by Mr. Dupree that the audit be accepted.

Yes - 7
No - 0, motion carried

**ABOLISHMENT OF
POSITION:**

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

School Monitor (Effective 2/15/13) – Barbara Silver

Yes - 7
No - 0, motion carried

CREATION OF POSITION:

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

Employment and Training Assistant

Yes - 7
No - 0, motion carried

**CHANGE IN TITLE FOR
THE CIVIL SERVICE
EMPLOYEES'
ASSOCIATION, INC.
AGREEMENT:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Ms. Bond that the title for Grade 14 - Vocational Assessment Specialist be changed to Employment and Training Coordinator and that the Civil Service Employees' Association, Inc. Agreement be changed accordingly.

Yes - 7
No - 0, motion carried

RESIGNATIONS:

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

Maria C. Bourgeois – Secretary to Program Administrator (*Effective 03/08/13*)

Grace I. Harrington – Cleaner 50% (*Due to Retirement – Effective 06/28/13*)

Sandra C. Boyer – Teaching Assistant (*Due to Retirement – Effective 06/30/13*)

Susan E. Walczak – Registered Professional Nurse (*Due to Retirement – Effective 06/30/13*)

Yes - 7
No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Brenda Fletcher – Teaching Assistant/Teacher Aide/School Monitor/Clerical

MaryAnn Rockwell (Add: Substitute Teacher and Teaching Assistant)

Barbara Silver – Teaching Assistant/Teacher Aide/School Monitor/Clerical

Extra Program Employment

Mary Henopp – School Psychologist (Up to 4 Hours)

Olga Mills – Physical Therapist (Up to 4 Hours)

Extraclassroom Accounts Payable Claims Auditor (No Additional Compensation)

Esther M. Debyah (Effective 01/22/13)

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:

Cleaner 50%

Employment and Training Assistant

Library Media Specialist 85%

Physical Therapist Assistant

Registered Professional Nurse – Effective 09/01/13

Secretary to Program Administrator

Teacher of the Blind and Partially Sighted

Teaching Assistant – Effective 09/01/13

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

Yes - 7

No - 0, motion carried

**CONSIDERATION OF
TENTATIVE 2013-14 BOCES
ADMINISTRATIVE
BUDGET:**

Mr. Shafer reviewed the tentative 2013-2014 BOCES Administrative Budget with the Board. Mr. Swanston moved, seconded by Mr. O'Bryan that the tentative BOCES Administrative Budget for the 2013-2014 school year in the amount of \$1,829,474 be approved for presentation to the component school districts.

Yes - 7

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 Learner-Center Initiatives in connection with MPPR Data
Agreement with Ed4Online Reseller Agreement
Maintenance Agreement with Spiral Binding Company
Transportation Contract (Brushton-Moira)

Yes - 7

No - 0, motion carried

**APPROVAL OF WORK
SITE:**

Mr. McConvey moved, seconded by Mr. O'Bryan that the attached work site be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED
RESPIRATORY
PROTECTION PROGRAM:**

Mr. Dupree moved, seconded by Mr. McConvey that the Respiratory Protection Program be revised as annexed to these minutes.

Yes - 7

No - 0, motion carried

**APPROVAL OF REVISED
SAFEGUARDING,
ACCOUNTING, AND
AUDITING OF
EXTRACLASSROOM
ACTIVITY FUNDS POLICY:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds Policy be revised as annexed to these minutes.

Yes - 7

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Swanston 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 - 7

No - 0, motion carried

EXECUTIVE SESSION:

Mr. O’Bryan moved, seconded by Mr. Derouchie that the Board enter into an executive session to discuss negotiations with the CSEA, and matters related to the employment of two specific individuals.

Yes - 7
No - 0, motion carried

The Board entered into an executive session at 8:05 P.M.

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

Yes - 7
No - 0, motion carried

The Board left executive session at 8:33 P.M.

CTE TECHNICAL SKILLS ASSESSMENT REVIEW PANEL:

Mr. Shafer provided the Board with a copy of the CTE Technical Skills Assessment Review Panel Update.

DATES FOR UPCOMING NEGOTIATIONS:

The board was reminded of the following upcoming dates for Negotiations:

Administrators – Thursday, February 28, 2013 – 3:30 PM
CSEA – Monday, March 4, 2013 – 3:45 PM

ADJOURNMENT:

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

Yes - 7
No - 0, motion carried

Meeting adjourned at 8:42 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk