

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

DATE: January 23, 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, Stephen J. Dupree, William A. McConvey, Ralph H. Russell, John G. Swanston

MEMBERS ABSENT: Thomas O’Bryan, Gail Rogers Rice, Thomas P. Derouchie (entered the meeting at 6:05 PM)

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 5:45 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. Dupree that the minutes of the regular meeting of December 20, 2012 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 December. Following discussion, Mr. McConvey moved, seconded by Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of December be approved.

Yes - 6
No - 0, motion carried

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

Mr. Russell moved, seconded by Mr. Swanston that the BOCES Budget for the 2012-13 school year be amended in the amount of \$129,128 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

**SAFETY REVIEW AT AEC
AND NFEC:**

Mr. Shafer reviewed the district-wide safety measures and action steps for the AEC and NFEC.

EXECUTIVE SESSION:

Mr. Dupree moved, seconded by Mr. Russell that the Board enter into an executive session for the purpose of discussing security procedures at NFEC and AEC that will imperil the public safety if disclosed.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 6:02 P.M.

Thomas Derouchie entered the meeting at 6:05 PM.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 6:16 P.M.

**ABOLISHMENT OF
POSITION:**

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

Brenda Fletcher – School Monitor (Effective 02/15/13)

Yes - 7

No - 0, motion carried

RESIGNATION:

Mr. Swanston moved, seconded by Ms. Bond that the following resignation be accepted:

Louise A. Jarvis – School Monitor (*Due to Retirement – Effective 06/30/13*)

Yes - 7

No - 0, motion carried

APPOINTMENTS:

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

Mr. McConvey that:

Gemini A. Randolph, be appointed as an Interpreter commencing on 01/22/13, salary to be at Grade 14, Step 13 of the Non-Instructional Salary Schedule for the school year 2012-13.

Kelly A. Wight, permanently certified in Special Education, be appointed as a SESIS Coordinator in the Instructional Support Services in Special Education tenure area for a probationary period of two (2) years commencing on 02/25/13 and terminating on 02/24/15, salary to be at Initial Placement Teacher Contract - \$72,000 (Plus 20 Days Summer Employment) for the school year 2012-13.

Yes - 7

No - 0, motion carried

**CHANGE IN POSITION
STATUS:**

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Russell that the following positions be changed:

Brian Surface – Physical Education Teacher 85% to 68% (Effective 01/28/13)

Erin O’Brien-Mazza – Music Teacher 100% to 93% (Effective 01/28/13)

Annette VanBrocklin – Art Teacher 100% to 92% (Effective 01/28/13)

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Clarence W. Brockway III

Stephen Mulvana (Add Motor Vehicle Operator)

Brittany Fish

Adult Education

Connie Jenkins, Creative Writing Instructor - 6 hours at \$30/hour

Candy Gadway, Computer Basics for Seniors Instructor - 13 hours at \$30/hour

Jon Chodat, Intro to Digital Photography Instructor - 25 hours at \$30/hour

Jon Chodat, Improving Your Photographs Instructor - 15 hours at \$30/hour

Donna Hastings, Quilting 101 Course Instructor - 15 hours at \$30/hour

Judy Jock, Ipad/Ipad Touch Training Instructor - 8 hours at \$30/hour

Karen Swanston, Introduction To French Course Instructor - 25 hours at \$30/hour

Patricia Ventiquattro, CNA Refresher Certification Course - 30 hours at \$40/hour

Thomas Marshall, Small Engine Repair I Instructor - 26 hours at \$30/hour

Thomas Marshall, Small Engine Repair II Instructor - 26 hours at

\$30/hour

John Mayer, Drawing 101 Course Instructor - 6 hours at \$30/hour

Holly Harz, Cake Decorating Course Instructor - 10 hours at \$30/hour

Jamie O'Dell, Extreme Couponing Course Instructor - 4 hours at \$30/hour

Jennifer Sienkiewicz, Child Abuse, Neglect and Maltreatment
Certification Instructor – 5 hours at \$40/hour

Jennifer Sienkiewicz, Parenting for Early Intervention Instructor - 3
hours

At \$30/hour

Kristin Ellis-Wood, Nutrition and a Healthier Lifestyle Instructor - 3
hours

at \$30/hour

Tim Wood, Floral Design 101 Instructor - 15 hours at \$30/hour

Jacqueline Bryant, Civil War History Instructor - 10 hours at \$30/hour

Jim Lalonde, ServSafe Food Safety Management Certification Course
Instructor – 10 hours at \$40/hour

Tracy Edwards-Warren, Notorious North Country Instructor - 13 hours at
\$30/hour

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:

Library Media Specialist 85%

Physical Therapist Assistant

School Monitor (Effective 09/01/13)

Teacher of the Blind and Partially Sighted

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

Yes - 7

No - 0, motion carried

STUDENT TRAVEL:

Ms. Bond moved, seconded by Mr. Derouchie that the following student
activity be approved:

Cosmetology – Various Salon and School of Massage Visitations –
March 18-19, 2013, Watertown and Syracuse, NY

Yes - 7

No - 0, motion carried

AUTHORIZATION FOR

Mr. Swanston moved, seconded by Mr. McConvey that the President and/or

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

District Superintendent be authorized to sign:

Agreement with Partners in Safety in connection with Drug and Alcohol Testing

Yes - 7

No - 0, motion carried

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

Agreement with St. Lawrence Public Health Department

Yes - 7

No - 0, motion carried

**FEH BOCES APPR PLAN
APPROVAL:**

The Board was notified of Commissioner King's approval of the FEH BOCES APPR Plan submitted for the 2012-13 school year.

**ANALYSIS OF STATE OF
THE STATE ADDRESS:**

The Board received a copy of an analysis of the State of the State Address prepared by Hinman Straub.

**SUMMARY OF
COMMISSIONER'S VISIT:**

Mr. Shafer provided a summary of the Commissioner's Visit on January 11th.

**BOCES LOBBY DAY –
FEBRUARY 12, 2013:**

The Board was reminded of the upcoming BOCES Lobby Day scheduled for 2/12/13.

**PRE-BIDS FOR MODULAR
HOUSE:**

Mr. Shafer shared concerns with the concept of Pre-bids for Modular House and his thoughts about smaller structure projects for the Building Trades Program.

**OPENING DATE FOR CSEA
NEGOTIATIONS:**

The opening date for CSEA Negotiations is Wednesday, January 30, 2013 beginning at 3:30 PM.

**OPENING DATE FOR
ADMINISTRATIVE
NEGOTIATIONS:**

The opening date for Administrative Negotiations is tentatively scheduled for Thursday, February 28, 2013 beginning at 3:30 PM.

OTHER BUSINESS:

Mr. McConvey moved, seconded by Mr. Derouchie that the FEH BOCES authorize Stephen Shafer, District Superintendent to serve as the Search District Superintendent for the Clinton-Essex-Warren-Washington BOCES upon the request of Commissioner King, effective January 1, 2013.

Yes - 7

No - 0, motion carried

ADJOURNMENT:

Mr. McConvey moved, seconded by Mr. Russell that the meeting be

adjourned.

Yes - 7

No - 0, motion carried

Meeting adjourned at 6:48 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk