

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

DATE: June 20, 2013

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, J. Dupree, William A. McConvey, Thomas O’Bryan, Ralph H. Russell, John G. Swanston

MEMBERS ABSENT: Hallie Bond, Thomas P. Derouchie (entered the meeting at 7:15 PM), Gail Rogers Rice

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 May 16, 2013 as well as the special meeting of May 29, 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 May. 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 May be approved.

Yes - 6
No - 0, motion carried

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

Mr. Swanston moved, seconded by Mr. McConvey that the BOCES Budget for the 2012-13 school year be amended in the amount of \$64,136 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

**REPORT ON APPROVED
EXTRA-TIME AND
OVERTIME
COMPENSATION:**

The Board received the report on approved extra-time and overtime compensation for the period of March 1, 2013 through June 6, 2013. Mr. Russell moved, seconded by Mr. O'Bryan to accept the report as annexed to these minutes.

Yes - 6

No - 0, motion carried

Thomas Derouchie entered the meeting at 7:15 PM.

**EXTRA CLASSROOM
SEMI-ANNUAL AUDIT:**

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

Yes - 7

No - 0, motion carried

**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. Russell moved, seconded by Mr. McConvey that the Biannual Presentation and Claims Audit Report for the period of March 14 – June 13, 2013 submitted by Esther Debyah, Claims Auditor and dated 6/14/13, be accepted.

Yes - 7

No - 0, motion carried

**ADULT EDUCATION
PRESENTATION:**

Rick Swanston and Joe Campbell gave a presentation to the Board on Adult Education Programs operated by the BOCES.

**EXTRACLASSROOM
CLUBS PRESENTATION:**

A presentation regarding the Extra Classroom Clubs was given by Joy Gonyea and Rick Swantson.

EXECUTIVE SESSION:

Mr. Swanston moved, seconded by Mr. Derouchie that the Board enter into an executive session to discuss negotiations with the administrative unit.

Yes - 7

No - 0, motion carried

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

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 8:17 P.M.

RESIGNATIONS:

Mr. Dupree moved, seconded by Mr. McConvey that the following resignations be accepted:

Loretta Charland – Teaching Assistant (Due to Retirement – Effective 06/30/13)

Jean Santamore – Teaching Assistant (Due to Retirement – Effective 06/30/13)

Yes - 7

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Patti Jo Cushman

Vicky Wiemann

Adult Education Instructors:

Shellie Manning, Certified Nurse's Aide Instructor - 600 hours at \$40/hour

Patricia Ventiquattro, Certified Nurse's Aide/CPR Instructor - 225 hours at \$40/hour

Kim Premo, Certified Nurse's Aide Instructor - 200 hours at \$40/hour

Tara Ellis, Certified Nurse's Aide Clinical Instructor - 100 hours at \$40/hour

Donna Bombard, CPR Instructor - 6 hours at \$40/hour

Sarah Garland, Substitute CNA Clinical Instructor - 25 hours at \$40/hour

Jonathan Chodat – Digital Photography (Additional 5 Hours at \$30/hour)

Substitute Calling BOCES Summer School Program (1 ½ Hour Each Day)

Esther Debyah (1 ½ Hours Per Day)

Lori Davis (Back-Up)

Substitute Calling for Malone, St. Regis Falls and FEH BOCES 2013-14 School Year

Esther Debyah - 2 hrs/day

Rose Oliver - 2 hrs/day

Bernadette Ratelle - 1.5 hrs/day

Lori Davis (Backup) - When Needed

Summer Laborers - \$9.00 Per Hour (Based on 8 Hours Per Day and a Maximum of 40 Days Each)

Cody Prue

Cody Collins

Eric Childs

Extra Program Employment 2013-14

Brian Battistoni (Up to 10 Days)

Kelli O'Sullivan (Up to 30 Hours)

Joseph Campbell (Up to 172 Hours)

Crista Hermann (Up to 75 Hours)

Deborah McGill (Up to 64 Hours)

Laura Montgomery (Up to 98 hours)

Marian Stone (Up to 75 hours)

Wayne Gutenmann (Up to 4 days)

Part-time Job Coach 2013-14 - \$13.25 Per Hour

Loretta Charland

Jean Santamore

SEIT Teacher (Part-time) - \$37.06 Per Hour (2012-13 School Year)

Marice Bright (Additional 30 Hours)

SEIT Teacher (Part-time) - \$37.43 Per Hour (2013-14 School Year)

Marice Bright (Up to 300 Hours)

School Links Coordinator - \$35.00 Per Hour

Marice Bright (Up to 15 Hours Per Week from 07/01/13 through 12/31/13)

2013 Summer Regional/Extended School Year and On-Line (See Attached)

Carolyn Bezruczyk – Teaching Assistant

Ramona Langdon – Teaching Assistant

School Monitor - TBA

Yes - 7

No - 0, motion carried

**APPROVAL FOR STIPENDS
FOR THE 2013-14 SCHOOL
YEAR:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. O'Bryan that stipends be approved as follows for the 2013-14 school year:

Charles P. LaBrake Jr., Maintenance Coordinator - \$6,000
Elgin G. Wright, Operations Coordinator - \$6,000

Yes - 7

No - 0, motion carried

**APPROVAL OF
SUBSTITUTE/HOURLY
RATES FOR 2013-14
SCHOOL YEAR:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. McConvey that stipends be approved as follows for the 2013-14 school year:

Substitute Teacher/Teaching Assistants*:

\$85 Daily Rate – Certified

\$75 Daily Rate – 4-Year Degree

\$65 Daily Rate – Non-Degree

*Any teacher substitute (certified or not) working more than 10 days (day 11 and on) in a single teaching position (for the same teacher) – 1/200 Daily Rate or 1/1,200 Hourly Rate.

Substitute Teacher Aide - \$55 Daily Rate

Substitute School Monitor - \$45 Daily Rate

Substitute Clerical - \$9 Per Hour

Substitute Registered Professional Nurse - \$135.29 Daily Rate

Substitute Licensed Practical Nurse - \$112.09 Daily Rate

Substitute Cleaner - \$8.00 Per Hour

Substitute Laborer - \$8.00 Per Hour

Substitute Motor Vehicle Operator – \$10.64 Per Hour

Adult and Continuing Education 2013-14

- Classes that lead to the issuance of a formal credential \$40/Hour
- Classes that do not lead to the issuance of a formal credential \$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:

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

Yes - 7
No - 0, motion carried

APPROVAL OF DATES AND LOCATIONS FOR APRIL MEETINGS:

Mr. Derouchie moved, seconded by Mr. Russell that President Egan set the following dates for the 2013-14 school year pursuant to Section 1950 of the Education Law:

BOCES Annual Meeting - Tuesday, April 8, 2014, North Franklin Educational Center
BOCES Regular Meeting - Thursday, April 24, 2014, NFEC, Malone
BOCES Annual Election and Vote on Administrative Budget - Tuesday, April 29, 2014

Yes - 7
No - 0, motion carried

APPROVAL FOR 2013-14 COMMITTEE MEMBERSHIPS:

Mr. McConvey moved, seconded by Mr. Swanston that the appointments to the following Committees on the list annexed to these minutes be approved:

Annual Professional Performance Review (APPR) Committee
Professional Development Plan (PDP) Committee
District-Wide Safety Committee
Technology Committee

Yes - 7
No - 0, motion carried

ACKNOWLEDGMENT OF CONSULTANT COMMITTEES:

Mr. Dupree moved, seconded by Mr. Derouchie that the Consultant Committees for all Career and Technical Education Programs located at both the Adirondack Educational Center and the North Franklin Educational Center as annexed to these minutes be acknowledged for the 2013-14 school year.

Yes - 7
No - 0, motion carried

**AUTHORIZATION FOR
TREASURER TO MAKE
DEPOSITS INTO THE
FOLLOWING
ESTABLISHED RESERVES:**

Based on the recommendation of the District Superintendent and following review of the Analysis of Reserve Funds, Mr. Swanston moved, seconded by Mr. Derouchie that the Treasurer be authorized to make deposits into the established reserve funds as follows:

Employee Benefit Accrued Liability Reserve (in the amount of \$27,962.61)
Career & Technology Equipment Reserve (in the amount of \$49,156.00)
Unemployment Insurance Reserve (in the amount of \$0)
ERS Retirement Reserve (in the amount of \$8,124.95)

Yes - 7

No - 0, motion carried

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

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

Agreement with Essex County Public Health in connection with Preschool Services
Agreement with Essex County Public Health in connection with 1:1 Aide Services
Agreement with Franklin County Community Services in connection with Preschool Services
Agreement with Kristen Green for Physical Therapy Services
Agreement with Corina Gibson for Speech Pathology Services
Agreement with Lea Bedore for Speech Pathology Services
Agreement with Beth Randall for Occupational Therapy Services
Agreement with David Conaway for Vision Consulting Services
Agreement with Adirondack Alarms for Monitoring Services at AEC and NFEC
Agreement with Simplex Grinnell for NFEC in connection with Fire Alarm Inspections
Agreement with Simplex Grinnell for AEC in connection with Fire Alarm Inspections
Agreement with Alice Hyde Medical Center New Vision Program
Agreement with Alice Hyde Nursing Home CNA Program
Agreement with Centenary United Methodist Church
Agreement with Giggles and Wiggles Daycare in connection with Early Childhood Education Program
Agreement with Lisa Tebo/Adirondack Abilities for Occupational Therapy Services
Agreement with Citizen Advocates for Rental Space
Agreement with Core Climate Systems for AEC Service Contract
Lease agreement with Malone Central School District for School Library System
Agreement with the Goff-Nelson Library in connection with Rental Fee for Adult Education
Agreement with the North Country Workforce Partnership connection with OneWorksource Rental Fee
Agreement with the Akwesasne Boys and Girls Club Summer 2013 Program
XEROX Lease Proposal for three (3) Model D95 Copier/Printers
Agreement with Clinton County Public Health in connection with Services for Children with Disabilities

Yes - 7

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Russell 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

**AUTHORIZATION TO
PARTICIPATE IN THE
ST. LAWRENCE-LEWIS
BOCES COOPERATIVE
PURCHASING PROGRAMS:**

Mr. Swanston moved, seconded by Mr. McConvey that the Franklin-Essex-Hamilton BOCES agrees to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2013-14 school year.

Yes - 7
No - 0, motion carried

**APPROVAL OF BID
TRASH/RECYCLABLE
REMOVAL FOR AEC/NFEC:**

Upon the recommendation of the District Superintendent, Mr. Swanston moved, seconded by Mr. McConvey that Casella Waste Services be awarded the Trash/Recyclables Removal Bid opened on June 4, 2013.

Yes - 7
No - 0, motion carried

**APPROVAL TO PURCHASE
CAREER AND TECHNICAL
EQUIPMENT :**

Mr. Shafer reviewed considerations and options with the Board regarding the purchase of CTE Equipment in connection with the:

Cosmetology at AEC - \$7,750
Auto Technology Program at NFEC & AEC - \$10,762
Natural Conservation at AEC - \$9,000
Culinary Arts at NFEC & AEC - \$14,840
Alternative Education at NFEC - \$3,000
Early Childhood Education at NFEC - \$2,000
Building Trades at NFEC & AEC - \$9,900
Health Occupations Program at NFEC - \$16,100

Following discussion, Mr. Russell moved, seconded by Mr. Derouchie that the BOCES be authorized to purchase the CTE Equipment.

Yes - 7
No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Mr. Derouchie moved, seconded by Mr. Dupree that a donation from the New Vision Government and Law Program in the amount of \$1,000 be accepted.

Yes - 7
No - 0, motion carried

**APPROVAL FOR
UPCOMING MEETING:**

Mr. Swanston moved, seconded by Mr. Russell that the Board Members and Administrators be authorized to attend the following at the expense of the BOCES:

NYSSBA's Annual Convention and Education Expo in Rochester, October 24-26, 2013

Yes - 7
No - 0, motion carried

**ORGANIZATIONAL
MEETING - DATE, TIME
AND LOCATION:**

Mr. McConvey moved, seconded by Mr. Russell that the organizational meeting be held on Thursday, July 18, 2013 at the Adirondack Educational Center in Saranac Lake beginning at 7:00 PM.

Yes - 7
No - 0, motion carried

**DRAWING WINNER FOR A
FREE ONE-YEAR
DATABASE SUBSCRIPTION
FOR FEH BOCES SLS
MEMBER:**

The Board was informed of the drawing winner for a free one-year database subscription for FEH BOCES School Library System Member.

LONG RANGE PLANNING:

Discussion was held regarding FEH BOCES Long Range Planning.

BOARD COMMENTS:

Board members and administrators commented on the recent awards ceremonies.

ADJOURNMENT:

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

Yes - 7
No - 0, motion carried

Meeting adjourned at 9:10 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk