

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

- DATE:** March 21, 2013
- LOCATION:** Adirondack Educational Center, Saranac Lake, New York/  
North Franklin Educational Center, Malone, New York (Videoconference)
- KIND OF MEETING:** Regular
- MEMBERS PRESENT:** AEC: Gail Rogers Rice, William A. McConvey, Ralph H. Russell  
NFEC: Dennis J. Egan, Thomas P. Derouchie, Stephen J. Dupree,  
Thomas O’Bryan
- MEMBERS ABSENT:** Hallie Bond, John G. Swanston
- 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 7:03 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 February 21, 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  
February. Following discussion, Mr. O’Bryan moved, seconded by  
Mr. Russell that the Treasurer's Reports, Budget Control and Analysis of  
Revenue Reports for all funds for the month of February be approved.  
  
Yes - 7  
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 November 29, 2012 through February 28, 2013. Mr. O'Bryan moved, seconded by Mr. McConvey to accept the report as annexed to these minutes.

Yes - 7  
No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. O'Bryan moved, seconded by Mr. Russell that the Board enter into an executive session to discuss the status of negotiations with the CSEA unit and the Administrative unit, and the employment status of two individuals.

Yes - 7  
No - 0, motion carried

The Board entered into an executive session at 7:12 P.M.

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

Yes - 7  
No - 0, motion carried

The Board left executive session at 7:26 P.M.

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

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

Leigh Chapman – Teacher/Teaching Assistant  
Patricia Healey – Teacher/Teaching Assistant  
Brenda St. Hilaire – Teacher/Teaching Assistant/Clerical  
Nicole White – Teacher/RN

Extra Program Employment

Kim Bruso – Special Education Teacher (Up to additional 100 Hours)  
Lori Buno-Taylor – Home/School/Community Coordinator (2 Days)

Part-Time Teacher of the Deaf

Tracy Scharf (Up to 10 Hours)

Part-Time School Psychologist

Julie Miller (Up to 20 Hours)  
Christopher Van Houten (Up to 20 Hours)

Proctor Examiners - \$10.00 Per Hour

Tommy Marshall  
Ashley McDonald  
Susan Walczak

Yes - 7  
No - 0, motion carried

**LEAVE OF ABSENCE:**

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

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. Dupree that Mr. Shafer be authorized to fill all vacancies for the 2012-13 school year.

Yes - 7  
No - 0, motion carried

**BOCES BUDGET FOR 2013-14:**

Mr. Shafer reviewed the tentative 2013-2014 BOCES Administrative Budget with the Board. Mr. Russell moved, seconded by Mr. O’Bryan that the tentative Budget for the 2013-2014 school year in the amount of \$20,228,408 be approved for presentation to the component school districts.

Yes - 7  
No - 0, motion carried

Arrangements for the Annual Meeting to be held on Tuesday, April 9, 2013 beginning at 7:00 P.M. at the Adirondack Educational Center were also discussed. Clerk Lavoie reported that nominations have been received by the Long Lake Central School District for Christine Blumberg, the Malone Central School District for Stephen Dupree and the St. Regis Falls Central School District for Thomas O’Bryan in connection with the Annual Election scheduled for April 16, 2013 for the three (3) BOCES membership vacancies for the three-year terms of July 1, 2013 to June 30, 2016.

**CONSIDERATION OF CALENDAR FOR FEH BOCES, 12-MONTH CALENDAR AND PAYDATES FOR 2013-14:**

Mr. O’Bryan moved, seconded by Mr. Derouchie that the 2013-14 Calendar for FEH BOCES, the 2013-14 annual 12-Month Calendar and the 2013-14 Paydates be adopted.

Yes - 7  
No - 0, motion carried

**REPORT FROM CLAIMS  
AUDITOR:**

The Board, acting as the Audit Committee of the Whole, reviewed the written report from the Claims Auditor. Following discussion, Mr. O’Bryan moved, seconded by Mr. Russell that the written report for the period of December 13, 2012 – March 7, 2013 submitted by Esther Debyah, Claims Auditor and dated 03/13/13, be accepted.

Yes - 7  
No - 0, motion carried

**ACADEMIC EXCELLENCE  
AWARDS BANQUET/GED  
GRADUATION/BOCES  
AWARDS CEREMONIES:**

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

- Academic Excellence Awards Banquet - June 9, 2013, Crowne Plaza, Lake Placid
- (QLA)
    - CTE - Monday, June 10, 2013, 9:00 AM, NCCC Gymnasium
    - New Vision – Monday, June 10, 2013, 11:00 AM, Adirondack Medical Center (Redfield Room)
  - (NFCA)
    - CTE - Monday, June 10, 2013 - 9:15 AM, Franklin Academy
    - New Vision (Law & Government) - June 13, 2013, 9:00 AM, Centenary Methodist Church
    - New Vision (Health) – June 18, 2013, 10:00 AM, Alice Hyde Medical Center, Conference Room

Yes - 7  
No - 0, motion carried

**APPROVAL OF WORK  
SITE:**

Mr. Derouchie moved, seconded by McConvey that the attached work site be approved.

Yes - 7  
No - 0, motion carried

**APPROVAL OF REVISED  
POLICY AGAINST SEX  
DISCRIMINATION AND  
SEXUAL HARASSMENT:**

Mr. Dupree moved, seconded by Dr. Rice that the Policy Against Sex Discrimination and Sexual Harassment be adopted (replaces former Policy Statement on Sexual Harassment in the Workplace) as annexed to these minutes.

Yes - 7  
No - 0, motion carried

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

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

Agreement with NYS Department of Health in connection with Early Intervention Services

Yes - 7  
No - 0, motion carried

**STUDENT TRAVEL:**

Dr. Rice moved, seconded by Mr. Dupree that the following student activities be approved:

New Vision – Law & Government – Tour of Boston and the Albany Capital District – April 13-15, 2013, Albany, New York

New Vision – Health (AEC) – Tour of New England Medical Centers – May 9-10, 2013, Lebanon, New Hampshire and Boston, Massachusetts

Yes - 7

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Dr. Rice 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

**APPROVAL FOR UPCOMING MEETING:**

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

Bill Daggett Presentation (Franklin Academy Auditorium, Malone)  
Thursday, 5/2/13, 7:00 – 8:30 PM

Yes - 7

No - 0, motion carried

**APPROVAL OF FUEL OIL BID:**

The Board received the results of the Fuel Oil Bid Awards for 2013-14. Mr. O’Bryan moved, seconded by Dr. Rice that Option C (Fluctuating bid price) be approved.

Yes - 7

No - 0, motion carried

**SECURITY UPGRADES NFEC/AEC:**

Mr. Shafer provided an update on the plans for security upgrades at both the Adirondack Educational Center and North Franklin Educational Center.

**AEC NATIONAL TECHNICAL HONOR SOCIETY’S INDUCTION CEREMONY:**

Leslie LaRose reported on the AEC National Technical Honor Society’s Induction Ceremony held at the Adirondack Educational Center at 6:00 PM on Thursday, March 21, 2013.

**DATES FOR UPCOMING  
NEGOTIATIONS:**

The Board was reminded of the following upcoming date for Negotiations:

Administrators – Monday, March 25, 2013 – 3:00 PM

**ADJOURNMENT:**

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 8:24 P.M.

These minutes approved \_\_\_\_\_

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Carol J. Lavoie, Clerk