

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

**DATE:** May 16, 2013

**LOCATION:** Adirondack Educational Center, Saranac Lake, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Dennis J. Egan, Gail Rogers Rice, Hallie Bond, Thomas P. Derouchie, Stephen J. Dupree, William A. McConvey, Thomas O’Bryan, Ralph H. Russell, John G. Swanston

**MEMBERS ABSENT:** None

**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 Ms. Bond that the minutes of the regular meeting of April 18, 2013 be approved.

Yes - 9  
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 April. Following discussion, Mr. Derouchie moved, seconded by Mr. Dupree that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of April be approved.

Yes - 9  
No - 0, motion carried

Jamie O’Dell provided an update on the progress of the Internal Audit Function.

**EXECUTIVE SESSION:**

Ms. Bond moved, seconded by Mr. Russell that the Board enter into an executive session for the board to complete the evaluation of the district superintendent, to discuss terms of salary amendments and extensions of the employment agreements with the District Superintendent and the Deputy Superintendent, to discuss status of negotiations with CSEA and administrative units and to discuss the employment status of three individuals.

Yes – 9  
No - 0, motion carried

The Board entered into an executive session at 7:18 P.M.

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

Yes - 9  
No - 0, motion carried

The Board left executive session at 8:50 P.M.

**EXTENSION OF THE  
EMPLOYMENT AGREEMENTS  
AND SALARY AMENDMENTS  
TO THE EMPLOYMENT  
AGREEMENTS WITH THE  
DISTRICT SUPERINTENDENT  
AND THE DEPUTY  
SUPERINTENDENT:**

Mr. O’Bryan moved, seconded by Dr. Rice that the Extension of the Employment Agreement and Salary Amendment to Employment Agreement with the District Superintendent be approved as annexed to these minutes with authorization for the President to sign.

Yes - 9  
No - 0, motion carried

Dr. Rice moved, seconded by Mr. Russell that the Extension of the Employment Agreement and Salary Amendment to Employment Agreement with the Deputy Superintendent be approved as annexed to these minutes with authorization for the President to sign.

Yes - 9  
No - 0, motion carried

**ABOLISHMENT OF  
POSITIONS FOR 2013-14:**

Upon the recommendation of Mr. Shafer, Mr. O’Bryan moved, seconded by Dr. Rice that the following position be abolished for the 2013-14 school year:

School Counselor (Danielle O’Mara 55%)

Yes - 9  
No - 0, motion carried

Upon the recommendation of Mr. Shafer, Ms. Bond moved, seconded by Dr. Rice that the following positions be abolished for the 2013-14 school year:

Interpreters – 1.5 Positions (Pamela Carpenter .5 / Gemini Randolph)

Yes - 9  
No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mr. Russell moved, seconded by Mr. O'Bryan that the following position be abolished for the 2013-14 school year:

Licensed Practical Nurse .70 Position (Toni Newman)

Yes - 9

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Ms. Bond that the following positions be abolished for the 2013-14 school year:

Occupational Therapist – 2 Positions (Kelli O'Sullivan/Elizabeth Haug)

Yes - 9

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Ms. Bond moved, seconded by Mr. Russell that the following position be abolished for the 2013-14 school year:

Principal (Rick Swanston – Effective 09/01/13)

Yes – 1 (Dennis Egan)

No - 7

Abstain – 1 (John Swanston), motion denied

Upon the recommendation of Mr. Shafer, Mr. Russell moved, seconded by Mr. Dupree that the following positions be abolished for the 2013-14 school year:

School Monitors – 2 Positions (Rita Carr-Lord/Louise Jarvis, will both be retiring)

Yes - 9

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Ms. Bond moved, seconded by Dr. Rice that the following positions be abolished for the 2013-14 school year:

Teaching Assistant – 2 Positions (Carolyn Bezruczyk/Julie Cosgrove)

Yes - 9

No - 0, motion carried

**CALL-BACK FOR 2013-14:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. Dupree that the following individual be called back for the 2013-14 school year:

Steven Mulverhill – School Monitor

Yes - 9

No - 0, motion carried

**CHANGE IN POSITION**

**STATUS (EFFECTIVE 09/01/13):**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. Russell that the position status be changed effective 09/01/13 for the following:

Lisa Whyte – Licensed Practical Nurse (100% to 85%)  
Joshua Zenger – COTA (100% to 50%)  
Erin O’Brien-Mazza – Music Teacher (93% to 100%)  
Theresa A. Marrama – French Teacher (70% to 90%)  
Annette VanBrocklin – Art Teacher (92% to 100%)  
Paula Erno-Boyea – School Counselor (100% to 55%)  
Lisa Juntunen – Teaching Assistant (100% to 50%)

Yes - 9

No - 0, motion carried

**PART-TIME & OCCASIONAL EMPLOYEES:**

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

Extra Program Employment

Kelli O’ Sullivan – Occupational Therapist (Up to 8 Hours)  
Patricia Ventiquattro (Up to 24 Hours)  
Gemini Randolph – Interpreter for the Deaf (Up to 2 Hours)  
Pamela Carpenter – Interpreter for the Deaf (Up to 2 Hours)

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

Lorraine B. Kourofsky

Payment for a full-day’s pay for May 3, 2013 (Staff Development Day)

Brian Surface  
Theresa Marrama  
Annette Van Brocklin  
Erin O’Brien-Mazza

Bus Driver Training Instructors 2013-14 School Year (Dominic Barse, Darrin Jock, Charles Perham, Daniel Shumway, Norman Treptow & Keith White)

Basic 30 Hour Program - \$1,275 (Plus meals and mileage)  
Advanced 10 Hour Program - \$450 (Plus meals and mileage)  
Bus Driver Refresher (2-3 Hours) - \$105 (Plus meals and mileage)  
Salary for Annual Training (5 Days) - \$675  
Physical Performance Testing of School Bus Drivers - \$26 Per Person (\$21 Per Person for 4 or more) Plus Mileage  
I9-A Testing - \$52 Per Person and Mileage  
Wheelchair Securement - \$105 (Plus meals and mileage)  
Two-Hour Refresher (Monitors/Attendants) - \$105 (Plus meals and mileage)  
Basic 10 Hour Program (Monitors/Attendants) - \$450 (Plus meals and mileage)  
Physical Performance Testing of Monitors/Attendants - \$21 Per Person (\$16 per person for 4 or more) Plus Mileage

2013-14 Acting Principals/Club Advisors/Central Treasurers

*Acting Principals:*

James Lalonde (NFEC) - \$900  
Joanne Williams (AEC) - \$750

*Club Advisors 2013-14 - No Compensation:*

Adirondack Educational Center:

Cosmetology Club - Darcey Burman  
New Vision Club - Alison Riley-Clark  
Health Occupations - Joy Gonyea

North Franklin Educational Center:

Cosmetology Club - Angela Leary  
21st Century Agriculture - David Russell  
New Vision Government & Law Club - Tracy Edwards-Warren

*Club Advisors 2013-14- \$800 Each:*

North Franklin Educational Center:

Student Council (combine GED/School Store/Student Council) – 3

Advisors:

Barbara Hart  
James Lalonde  
Jennifer Sienkiewicz

*Central Treasurer & Extra Classroom Activity Fund Treasurers  
(\$1,600)*

Beth-Ann Haynes (AEC)  
Lori Davis (NFEC)

Part-time Special Education Teacher - \$37.06 Per Hour

Vicky Biondo-Eddy (Up to 30 hours)

2013 Summer Extra Program Employment (See Attached)

2013-14 Part-Time & Occasional Employees (See Attached)

Yes - 9

No - 0, motion carried

**LEAVE OF ABSENCE:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Ms. Bond that the leave of absence for Toni L. Newman, LPN 70%, (05/08/13 – 06/30/13) be approved.

Yes - 9

No - 0, motion carried

**APPOINTMENTS TO TENURE:** Upon the recommendation of Mr. Shafer, Dr. Rice moved, seconded by Mr. Dupree that the following individuals be appointed to tenure in the areas and on the effective dates indicated:

David Russell – Agriculture, Effective 09/01/13  
Annette VanBrocklin – Art, Effective 09/01/13

Yes - 9  
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. O’Bryan moved, seconded by Mr. Derouchie that Mr. Shafer be authorized to fill all vacancies for the 2012-13 school year.

Yes - 9  
No - 0, motion carried

**APPROVAL OF WORK SITES:** Mr. Russell moved, seconded by Dr. Rice that the attached work sites be approved.

Yes - 9  
No - 0, motion carried

**AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:** Mr. Dupree moved, seconded by Mr. Derouchie that the President and/or District Superintendent be authorized to sign:

Amendment of Transportation Contract with Tupper Lake  
Agreement with OneWorkSource for CNA Adult Education Course  
Agreement with OneWorkSource for ServSafe Course  
Agreement with OneWorkSource for ServSafe Alcohol Course  
Agreement with Adirondack Health for CNA Adult Education Course  
Agreement with North Country Community College in connection with courier services  
Agreement with CP Enterprises for Electrical Services  
Agreement with Adirondack Health in connection with the AEC Health Occupations Program

Yes - 9  
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Derouchie 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 - 9  
No - 0, motion carried

**APPROVAL OF REVISED  
PROFESSIONAL  
DEVELOPMENT PLAN:**

Mr. O'Bryan moved, seconded by Dr. Rice that the revised Professional Development Plan as annexed to these minutes be approved.

Yes - 9  
No - 0, motion carried

**APPROVAL OF REVISED  
CODE OF CONDUCT:**

Mr. Derouchie moved, seconded by Dr. Rice that the revised Code of Conduct as annexed to these minutes be approved.

Yes - 9  
No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT DONATION:**

Mr. Derouchie moved, seconded by Mr. Russell that a donation from the AEC New Vision Health Club in the amount of \$2,500 be accepted.

Yes - 9  
No - 0, motion carried

**AUTHORIZATION TO BID  
TRASH/RECYCLABLES  
REMOVAL – NFEC & AEC:**

Mr. Shafer informed the Board regarding the need for trash and recyclables removal from the North Franklin Educational Center and the Adirondack Educational Center. Following discussion, Dr. Rice moved, seconded by Mr. Swanston that the notice to bidders be advertised.

Yes - 9  
No - 0, motion carried

**FOLLOW-UP ON FIVE  
YEAR CTE EQUIPMENT  
PLAN:**

Follow-up on the 5-Year CTE Equipment Plan was provided by Leslie LaRose.

**FEH BOCES LONG RANGE  
PLANNING:**

Discussion was held regarding FEH BOCES Long Range Planning.

**OTHER BUSINESS:**

Dr. Rice moved, seconded by Mr. McConvey that Craig King be nominated for consideration by the Rural Schools Association Awards Committee in connection with the William Deming Recognition Award.

Yes - 9

No - 0, motion carried

**ADJOURNMENT:**

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

Yes - 9

No - 0, motion carried

Meeting adjourned at 9:30 P.M.

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

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Carol J. Lavoie, Clerk



## 2013 Summer Extra Program Employment/Mileage Requests

Employee	Budget Code	Days or Hours	Duties	Mileage Needed
Buno-Taylor, Lori	F-809-CBPS-150-000	30	Coordinate evaluations, complete preschool billing, attend CPSE meetings, and coordinate services with county and districts.	x NFEC
Dupuis, Robin	F-808-EVAL-301-000	40 hours	Speech services for preschool students identified as needing intervention	x Davis/NFEC
Erno-Boyea, Paula	A-504-PBIS-150-000	10	External PBIS Preparation/Presentation, handbook, Complete final data entries, Setting up 2013-14 database, Prepare opening team day, Develop action plans/presentation, CTE scheduling, registration forms	x NFEC
Harning, Joseph	A-406-ALTE-150-000	2	Alternative Education scheduling, curriculum planning, review of students entering program.	
Hart, Barbara	A-406-ALTE-150-000	2	Alternative Education scheduling, curriculum planning, review of students entering program.	
Henopp, Mary	F-808-EVAL-150-000	68 hours	Psychological services for EI/Preschool students	x NFEC
Jock, Judy	A-504-WKSP-150-000	20	Assist with the technology needs of the Administrators' Leadership Conference and other staff development programs.	x NFEC
Johnston, Susan	F-808-EVAL-150-000	10 hours	OT services for preschool students	x Chateaugay
Jones, Mary	A-504-COOR-150-000	20	Coordinate with Districts on Data Requests, Preparation and support for upcoming Staff Development: Leadership Conference, Eco Adventure Camp, Network Team Training, Lucy Caulkins Institute.	x NFEC
Keeler, Kerri	A-504-WKSP-150-000	20	Preparation and support for upcoming Staff Development: Leadership Conference, Eco Adventure Camp, Network Team Training, Lucy Caulkins Institute.	x NFEC
Kormanyos, Christopher	A-406-ALTE-150-000	2	Alternative Education scheduling, curriculum planning, review of students entering program.	
Lavoie, Tracy	A-105-VOCA-150-000	36	Complete intakes, develop plans, establish working relationships with potential employers, support consumers at work sites, train job coaches and transition service specialists, complete billing, coordinate services with ACCES-VR.	x NFEC
Mackey, Mary	F-808-HOME-150-000	40 hours	SEIT services to preschool students identified as needing intervention	x Salmon River
McKane, MaryEllen	A-617-CAFE-160-000	10	Attend BOCES cooperative purchasing meeting in August, closing the books at Salmon River, completion of the profit and loss statement, development of menu at Salmon River and complete ordering, work on budget and purchase orders	x
Quay, Judy	F-808-EVAL-150-000	38 hours	Psychologist services for EI/Preschool students	x Brushton
Russell, David	A-102-AGRI-150-000	10	Brush cutting, composting, feeding animals & fish, watering and weeding (trees, vines, gardens, plants, etc.) land parcels upkeep.	x Salmon River
Shorette-Peets, Rhonda	A-504-WKSP-150-000	20	Preparation and support for upcoming Staff Development: Leadership Conference, Eco Adventure Camp, Network Team Training, Lucy Caulkins Institute.	x NFEC
Sigourney, Kevin	A-406-ALTE-105-000	2	Scheduling, curriculum planning and review of students entering program	
Spillane, Scott	A-617-CAFE-160-000	5	Development of menus and ordering for Brushton-Moira and St. Regis Falls	x
Stemmer, April	A-406-ALTE-150-000	2	Alternative Education scheduling, curriculum planning, review of students entering program.	
Tavernier, Candida	F-806-RSEA-150-300	40	Fulfill contract needs	x NFEC
Ventiquattro, Patricia	A-707-SUBS-151-000	24 hrs.	NYS Nurse Aid Testing	
Wight, Kelly	F-810-TASC-150-	20	Working with districts, workshops, trainings,	x

	300		etc,	AEC
Williams, Joanne	A-707-SUBS-151-000	5	Set up next year's calendar, enroll new students, develop a guidance plan, complete and start data entry on students.	

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### 2013-14 Part-Time/Occasional Personnel Requests

Employee	Budget Code	Days/Hours Summer	Days School Year	Mileage Needed	Mileage Base
Almond, Penny	F-808-HOME-150-000	50 hours	300 hours	x	Salmon River
Bright, Marice	F-808-SEIT-150-000 F-808-HOME-150-000	45 hours	300 hours	x	NFEC
Bunker, Elizabeth	F-808-HOME-150-000	15 hours	100 hours	x	NFEC
Crawford, Diane	F-808-SEIT-150-000 F-808-HOME-150-000	154 hours	350 hours	x	Franklin Academy
Gregory, DeAnn	F-808-EVAL-150-000	10 hours	10 hours	x	Chateaugay
Mackey, Mary	F-808-HOME-150-000	40 hours	120 hours	x	Salmon River
Miller, Julie	F-808-EVAL-150-000	20 hours	40 hours	x	NFEC
Perrin, Larry	A-105-VOCA-150-000	150 hours	1,000 hours	x	NFEC
Pickering, Rayella	F-808-EVAL-150-000	24 hours	100 hours	x	NFEC
Redman, Laice	A-105-VOCA-150-000	300 hours	2,500 hours	x	AEC
Snide, Nicole	F-808-SEIT-150-000 F-808-HOME-150-000	12 hours	50 hours	x	NFEC
VanHouten, Christopher	F-808-EVAL-150-000	28 hours	40 hours	x	NFEC

### 2013-14 Extra Program Employment

DeBeer, Michael	A-502-DELS-160-000	3 hrs./week	3 hrs./week		
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