

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

DATE: November 15, 2012

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, John G. Swanston

MEMBERS ABSENT: Ralph Russell

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. O’Bryan moved, seconded by Mr. McConvey that the minutes of the regular meeting of October 18, 2012 be approved with noted corrections.

Yes - 8
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 October. 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 October be approved.

Yes - 8
No - 0, motion carried

EXECUTIVE SESSION:

Mr. Dupree moved, seconded by Mr. McConvey that the Board enter into an executive session for the purpose of discussing upcoming negotiations with the administrative and CSEA unit and the negotiation of a compensation agreement with a management employee.

Yes - 8
No - 0, motion carried

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

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

Yes - 8
No - 0, motion carried

The Board left executive session at 8:21 P.M.

SET SALARY:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. McConvey that the salary for Karie Doelger, School Library System Director be set at \$66,000, based on the Administrators' Contract 12-Month Salary (pursuant to Feinerman's Agreement).

Yes - 8
No - 0, motion carried

**DESIGNATION FOR
EMPLOYEES LESS THAN
FULL-TIME:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Dr. Rice that:

Danielle N. O'Mara, be designated as a SCHOOL COUNSELOR 55% commencing on 11/13/12, salary to be at Step 12 of the Teacher Salary Schedule for the school year 2012-13.

Yes - 8
No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Christina M. Carpenter
Amber Jewtraw
Montgomery H. Carter

Yes - 8
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:

- Physical Therapist Assistant
- SEGIS Coordinator
- Teacher of the Blind and Partially Sighted

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

Yes - 8
No - 0, motion carried

APPROVAL OF BOCES SERVICE DESCRIPTIONS AND BUDGET DEVELOPMENT CALENDAR FOR 2013-14:

The Board received a copy of the proposed BOCES Service Description Guide for 2013-14. Mr. McConvey moved, seconded by Mr. Dupree that the Service Guide and Budget Development Calendar for 2013-14 be approved for distribution to component school districts, etc.

Yes - 8
No - 0, motion carried

APPROVAL OF APPR AGREEMENT WITH ADMINISTRATIVE UNIT:

Mr. McConvey moved, seconded by Ms. Bond that the APPR agreement with the FEH BOCES Administrative Unit be approved as annexed to these minutes and that the District Superintendent be authorized to execute on behalf of the district.

Yes - 8
No - 0, motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

Agreement with Utica College for Kelsey Bickford (OT experience approved at October 18, 2012 Board of Education Meeting)

Transportation Contract (*Salmon River*)

Yes - 8
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Derouchie 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 - 8
No - 0, motion carried

APPROVAL OF REVISED EXPOSURE CONTROL PLAN:

Mr. Derouchie moved, seconded by Mr. Dupree that the revised Exposure Control Plan be approved as annexed to these minutes.

Yes - 8
No - 0, motion carried

AUTHORIZATION TO ACCEPT DONATION:

Dr. Rice moved, seconded by Mr. McConvey that a donation of a working Miller furnace from Glen Johnson (value of \$250) for use in connection with the Heating, Ventilation & Air Conditioning Classroom located at Salmon River Central School be accepted.

Yes - 8
No - 0, motion carried

SELECT DATE FOR AUDIT COMMITTEE MEETING:

The Board agreed to meet with the External Auditors at 6:00 PM on Thursday, December 20, 2012 prior to the regular scheduled meeting at 7:00 PM or, if needed, on another date agreeable by the Auditor and Audit Sub-Committee.

OTHER BUSINESS:

The Board was reminded of the upcoming CEWW School Boards Association Meeting regarding NYSED Initiatives being presented by Commissioner of Education John King to be held at the West Side Ballroom in Plattsburgh on January 10, 2013.

ADJOURNMENT:

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

Yes - 8
No - 0, motion carried

Meeting adjourned at 8:35 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk