

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

DATE: October 18, 2012

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Thomas P. Derouchie, Stephen J. Dupree, William A. McConvey, Thomas O’Bryan, John G. Swanston

MEMBERS ABSENT: Hallie Bond, Gail Rogers Rice, Ralph H. 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 7:15 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. Swanston moved, seconded by Mr. Dupree that the minutes of the regular meeting of September 19, 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 September. Following discussion, Mr. Dupree moved, seconded by Mr. O’Bryan that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of September be approved.

Yes - 6
No - 0, motion carried

EXECUTIVE SESSION:

Mr. Derouchie moved, seconded by Mr. McConvey that the Board enters into an executive session for the purpose of discussing potential litigation and to initiate discussion regarding upcoming negotiations with the administrative and CSEA unit.

Yes - 6
No - 0, motion carried

The Board entered into an executive session at 7:35 P.M.

Mr. Derouchie moved, seconded by Mr. O’Bryan that the Board leaves executive session.

Yes - 6
No - 0, motion carried

The Board left executive session at 8:10 P.M.

CHANGE IN POSITION STATUS:

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. Dupree that the following changes in position status be approved:

Brian Surface – Physical Education Teacher:

- 60% - Effective 9/6/12
- 77% - Effective 9/17/12 (Added Physical Education in the South End)
- 85% - Effective 9/24/12 (Added Adapted PE at Salmon River)

Joshua Zenger – COTA:

- 100% - Effective 10/22/12

Brittany Peryea, Speech & Hearing Handicapped Teacher:

- 100% - Effective 10/15/12

Yes - 6
No - 0, motion carried

CALL BACK/DESIGNATION FOR EMPLOYEE LESS THAN FULL-TIME:

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. Dupree that the following individual be called back and designated as follows:

Brittany E. Peryea, Speech & Hearing Handicapped Teacher 60% (Effective 10/04/12).

Yes - 6
No - 0, motion carried

APPOINTMENTS:

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

Mary S. Henopp, who holds a provisional certificate as a School Psychologist, be appointed in the School Psychologist tenure area for a probationary period of three (3) years commencing on 09/01/12 and terminating on 08/31/15, salary to be at Step 1 of the Instructional Salary Schedule for the school year 2012-13.

Lisa J. Whyte, who holds a License as a Practical Nurse, be appointed as a Licensed Practical Nurse commencing on 10/29/12, salary to be at Step 1 of the New Hire Non-Instructional Salary Schedule for the school year 2012-13.

Bobbi Jo Wood, be appointed as a School Support Assistant 50% commencing on 10/19/12, salary to be at Step 1 of the New Hire Non-Instructional Salary Schedule for the school year 2012-13 (Provisional Appointment Pending Approval from the Department of Civil Service).

Karie Doelger, be appointed pursuant to Feinerman’s Agreement as a School Library System Director commencing November 26, 2012, salary to be set at the next regular Board of Education Meeting.

Yes - 6

No - 0, motion carried

ABOLISHMENT OF POSITION:

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

School Monitor – 1 Position (Effective 10/27/12)

Yes - 6

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)

Joanne Cassavaw

Christopher Dillabough

Angela French

Yvonne Hozley

Dianne Hooper (Teaching Assistant, Teacher Aide and School Monitor)

Extra Program Employment:

Job Coach - \$13.25 Per Hour for Period September 1 – June 30

Pending Civil Service Approval:

Laice Redman (Up to 900 Hours)

Larry Perrin (Up to 900 Hours)

Thomas Marshall (Up to 900 Hours)

SEIT Teacher (Part-time) - \$37.06 Per Hour for Period September 1 – June 30:

Penny Almond (Up to 240 Hours)

Elizabeth Bunker (Up to 280 Hours)

Pamela Carpenter (Up to 200 Hours)

Diane Crawford (Up to 240 Hours)

Corina Gibson (Up to 200 Hours)

Nicole Snide (Up to 200 Hours)

Mary Mackey (Up to 100 Hours)

Early Intervention/Preschool Teacher (Part-time) - \$37.06 Per Hour for Period September 1 – June 30:

Corina Gibson (Up to 400 Hours)

Tim McCarthy (Up to 20 Hours)

Shelley Phillips-LeBlanc (Up to 40 Hours)

Yes - 6

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

School Counselor 55%

SEIS Coordinator (Eff. 1/2/13)

Teacher of the Blind and Partially Sighted

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

Yes - 6

No - 0, motion carried

**ACKNOWLEDGEMENT OF
REVISED CONSULTANT
COMMITTEES FOR EARLY
CHILDHOOD EDUCATION
AND NEW VISION –
GOVERNMENT AND LAW:**

Mr. Dupree moved, seconded by Mr. McConvey that the revised Consultant Committees for Early Childhood Education and New Vision – Government and Law as annexed to these minutes, is acknowledged for the 2012-13 school year.

Yes - 6

No - 0, motion carried

APPROVAL OF STUDENT INTERN:

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Mr. Derouchie that Ciara Mock sponsored by Plattsburgh State University be approved as a Student Intern (Speech).

Yes - 6
No - 0, motion carried

APPROVAL OF WORK SITES:

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

Yes - 6
No - 0, motion carried

APPROVAL FOR DISPOSITION OF BOCES PERSONAL PROPERTY:

Upon the recommendation of Mr. Shafer, Mr. Dupree 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 - 5
No - 1 (Mr. Swanston), motion carried

AUTHORIZATION FOR PRESIDENT AND/OR DISTRICT SUPERINTENDENT TO SIGN:

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

Agreement with Prometric for Regional Testing Site at AEC
Agreement with Prometric for Regional Testing Site at NFEC
Agreement with North Country Workforce Investment Board in connection with WIA Youth Transportation Contracts (*Malone & Tupper Lake*)

Yes - 6
No - 0, motion carried

SET THE SELLING PRICE ON THE MODULAR HOUSE:

Mr. Derouchie moved, seconded by Mr. McConvey to set the selling price of the modular house at \$40,000 to be sold on a first come, first serve basis without the need for any additional formal bid process, effective 10/22/12.

Yes - 6
No - 0, motion carried

APPROVAL OF CHANGE ORDER IN CONNECTION WITH THE RECONSTRUCTION PROJECT AT NFEC:

Steve Shafer reported on the progress of the Reconstruction Project at the North Franklin Educational Center. Mr. McConvey moved, seconded by Mr. Dupree that the following Change Order decreasing the cost of the project from \$510,800 to \$492,325 be approved, and that the President and/or District Superintendent be authorized to sign the required documents:

Change Order – <\$18,475.00>

- a. Reduce the contingency amount for unused funds.

Yes - 6
No - 0, motion carried

**APPROVAL TO CHANGE
THE DATE OF THE
NOVEMBER BOARD
MEETING:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. Derouchie that date for the November Board meeting is changed to Thursday, November 15, 2012.

Yes - 6
No - 0, motion carried

**APPROVAL OF KELSEY
BICKFORD FOR OT
FIELDWORK LEVEL I:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. Dupree that Kelsey Bickford be approved for OT Fieldwork Level I in December 2012 as requested by Utica College.

Yes - 6
No - 0, motion carried

**LEADERSHIP FOR
EDUCATIONAL
ACHIEVEMENT
FOUNDATION (LEAF)
GRANT:**

Leslie LaRose informed the Board about the Leadership Achievement Foundation (LEAF) Grant and how the Franklin-Essex-Hamilton BOCES was selected to be one of the five BOCES to be a host for the regional sessions.

CTE-TAC REVIEW:

Mr. Shafer mentioned the upcoming CTE Technical Assistance Center Review visit scheduled for December 4-5, 2012.

NFEC OPEN HOUSE:

The Board was reminded of the Open House scheduled for Wednesday, November 7, 2012 at the North Franklin Educational Center.

ADJOURNMENT:

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

Yes - 6
No - 0, motion carried

Meeting adjourned at 8:48 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk