

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

DATE: September 19, 2012

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Dennis J. Egan, Gail Rogers Rice, Hallie Bond, Stephen J. Dupree, John G. Swanston

MEMBERS ABSENT: Thomas P. Derouchie, William A. McConvey, Thomas O’Bryan, 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 7:35 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 August 16, 2012 be approved.

Yes - 5
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 August. Following discussion, Dr. Rice moved, seconded by Ms. Bond that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of August be approved.

Yes - 5
No - 0, motion carried

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

The Board received a Report on the Overtime Claims Paid for the period of June 15, 2012 through September 13, 2012. Mr. Dupree moved, seconded by Dr. Rice to accept the report as annexed to these minutes.

Yes - 5
No - 0, motion carried

**PRESENTATION FROM
JAMES MCKEE III, CPA,
P.C. ON THE INTERNAL
AUDIT FUNCTION:**

The Board received a presentation from Rhonna Proechel from the office of James McKee III, CPA, PC, our internal auditor, on the review of internal controls of the BOCES for the 2011-2012 school year.

**PRESENTATION ON
PROGRAM STATISTICS &
RESULTS FOR CTE,
REGIONAL SUMMER
SCHOOL, ALTERNATIVE
EDUCATION AND GED:**

Deputy Superintendent Leslie LaRose presented the Board with information on statistics and results for students enrolled in CTE, Regional Summer School, Extended School Year, Alternative Education and GED Programs.

RESIGNATIONS:

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

Lisette Maguire – School Counselor (Effective 09/01/12)
Jennifer McMinn – Special Education Teacher (Effective 08/31/12)
Suzanne Shook – School Support Assistant (Effective 08/31/12)

Yes - 5
No - 0, motion carried

**CHANGE IN POSITION
STATUS (*EFFECTIVE
09/01/12*):**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Ms. Bond that:

Donna Bombard – LPN (65% to 80%)
Paula Erno-Boyea – School Counselor (55% to 100%)
Marjorie Clodgo – Speech & Hearing Handicapped Teacher (80% to 100%)
Joshua Zenger – COTA (30% to 80%)

Yes - 5
No - 0, motion carried

APPOINTMENTS:

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

Olga K. Mills, who holds a Registration Certificate as a Physical Therapist, be appointed as a Physical Therapist commencing on 09/07/12, salary to be at Step 1 of the Instructional Salary Schedule for the school year 2012-13.

Yes - 5
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Dr. Rice that the following be designated:

Mary S. Henopp, be designated as a SCHOOL PSYCHOLOGIST 80% commencing on 09/01/12, salary to be at Step 1 of the Teacher Salary Schedule for the school year 2012-13.

Brian Surface, be designated as a PHYSICAL EDUCATION TEACHER 35% commencing on 09/01/12, salary to be at Step 4 of the Teacher Salary Schedule for the school year 2012-13.

Yes - 5

No - 0, motion carried

CALL BACK:

Upon the recommendation of Mr. Shafer, Dr. Rice moved, seconded by Ms. Bond that the individuals below be called back as follows:

Diane Hooper – School Monitor (Effective 09/06/12)

Theresa Rankin – Teaching Assistant (Effective 09/13/12)

Jean Santamore – Teaching Assistant (Effective 09/10/12)

Jennifer Santamore-Raville – Special Education Teacher (Effective 09/01/12)

Bobbi-Jo Wood – Teaching Assistant 50% (Effective 09/01/12)

Yes - 5

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

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

Thomas Marshall

Ashley McDonald (Add Substitute Teacher)

Mary Moore

Michael Morelli

Extra Program Employment

Brian Battistoni – School Counselor (7 Additional Days)

Lori Buno-Taylor – Home/School/Community Coordinator (4 ½ Additional Days)

Terry Collins – Physical Education Teacher (ESY – Additional 2.25 Hours)

Martina Lane – School Counselor (2 Additional Hours)

Candida Tavernier – RSE-TASC Transition Specialist (5 Additional Days)

Patricia Ventiquattro – CNA Instructor (Additional 8 Hours)

Robin Dupuis – Speech & Hearing Handicapped Teacher (Up to 55 Hours)

Alternative Education Staff (1 Day)

April Stemmer
Barbara Hart
Christopher Kormanyos
Michael Wood
Kevin Sigourney
Paula Erno-Boyea
Tracy Edwards-Warren

Part-time School Psychologist - \$37.06 Per Hour

DeAnn Gregory (Up to 32 Hours)

Substitute Clerk - \$9.00 Per Hour

Bobbi-Jo Wood

Laborer - \$9.00 Per Hour

Zachary Peck (Additional 4 Weeks)

SEIT Teacher (Part-time) - \$37.06 Per Hour

Elizabeth Bunker (Up to 50 Hours)

Mentor for 2012-13 School Year (Up to 10 Hours)

Annette VanBrocklin (Ellen O'Brien Mazza & Brian Surface)
Alison Riley-Clark (Suzanne Shook)
Donna Hanus (Sara Spurr)
Timothy Rock (Christian Wissler)
James Lalonde (Michael Mischler)

Adult Education Teachers

Connie Jenkins, Creative Writing Instructor - 15 hours at \$30/hour
Margorie Clodgo, Graphics Using Adobe Elements Instructor - 15 hours at \$30/hour
Candy Gadway, Computer Basics for Seniors Instructor - 15 hours at \$30/hour
Jon Chodat, Digital Photography Instructor - 40 hours at \$30/hour
Jon Chodat, Improving Your Photographs Instructor - 20 hours at \$30/hour
Donna Hastings, Quilting Made Easy Course - 15 hours at \$30/hour
Judy Jock, Ipad/Ipad Touch Training - 8 hours at \$30/hour
Karen Swanston, Introduction To French Course - 35 hours at \$30/hour
Alicia Menton, Introduction To Spanish Course - 25 hours at \$30/hour
Patricia Ventiquattro, CNA Refresher Certification Course - 7 hours at \$40/hour
Thomas Marshall, Basic Small Engine Repair - 26 hours at \$30/hour
Thomas Marshall, Advanced Small Engine Repair - 26 hours at \$30/hour
John Mayer, Art 101 Course - 15 hours at \$30/hour
Holly Harz, Cake Decorating Course - 10 hours at \$30/hour
Melody Jock, Christmas Wreath Making Class - 5 hours at \$30/hour
Jamie Manor, Extreme Couponing Course - 4 hours at \$30/hour
Jennifer Sienkiewicz, Child Abuse, Neglect & Maltreatment Certification Instructor - 5 hours at \$40/hour

Jennifer Sienkiewicz, Parenting for Early Intervention Instructor - 3 hours at \$30/hour
Kristin Ellis-Wood, Nutrition and a Healthier Lifestyle Instructor - 3 hours at \$30/hour
Deepa Govindara, What Does It Mean to be an American Instructor - 25 hours at \$30/hour
Preethi Govindara, What Does It Mean to be an American Instructor - 25 hours at \$30/hour

Yes - 5
No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Ms. Bond moved, seconded by Mr. Dupree that the leave of absence for Beth-Ann Haynes, Account Clerk (08/31/12 to estimated date of 10/22/12) be approved.

Yes - 5
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 Library System Director
School Counselor 55%
SEGIS Coordinator
Teacher of the Blind and Partially Sighted

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

Yes - 5
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, Dr. Rice moved, seconded by Mr. Dupree that the written report for the period of June 14, 2012 – September 6, 2012 submitted by Esther Debyah, Claims Auditor and dated 09/13/12, be accepted.

Yes - 5
No - 0, motion carried

**APPROVAL OF FIRE
INSPECTION REPORTS
FOR ALL BOCES
FACILITIES:**

Mr. Shafer reviewed the Verification of Correction of Violations Cited in Fire Inspections by John Warneck, NCE Environmental Consultants. Following discussion, Mr. Swanston moved, seconded by Mr. Dupree that the Fire Inspection Reports for all BOCES facilities, which are in full compliance, be accepted.

Yes - 5
No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Dupree moved, seconded by Ms. Bond 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 - 0, motion carried

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

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

- Agreement with North Country Workforce Partnership in connection with Rental Space at OneWorkSource
- Agreement with North Country Workforce Partnership in connection with the Literacy Zone Grant
- Agreement with North Country Workforce Investment Board in connection with the Workforce Development Grant
- Agreement with Adirondack Community Action Programs/North Country Workforce Investment Board in connection with the ACAP/NCWIB Personnel Agreement
- Agreement with SmartWatt Energy in connection with the Lighting Upgrade at AEC
- Agreement with the Franklin County Transportation Department in connection with Transportation Services

Yes - 5
No - 0, motion carried

**DELETION OF WEIGHT
TRAINING POLICY FROM
BOARD APPROVED
POLICIES:**

Upon the recommendation of Mr. Shafer, Dr. Rice moved, seconded by Ms. Bond that the Weight Training Policy be deleted from the Board Approved Policies.

Yes - 5
No - 0, motion carried

**AUTHORIZATION TO
ACCEPT DONATION:**

Dr. Rice moved, seconded by Mr. Dupree that a donation of hand tools from Tractor Supply Company (value of \$639.65) for use in connection with the instructional programs at the North Franklin Educational Center be accepted.

Yes - 5
No - 0, motion carried

**CONSIDERATION OF
XEROX LEASE PROPOSAL:**

The Board received a copy of a proposed Lease Agreement with XEROX for an additional high-volume copier to be used in connection with the BOCES Printing Service. Mr. Dupree moved, seconded by Mr. Swanston that authorization be given for the President to sign a 60-month Lease Agreement with XEROX for a D95CPC as annexed to these minutes.

Yes - 5
No - 0, motion carried

**APPROVAL OF WORK
SITES:**

Mr. Dupree moved, seconded by Mr. Swanston that the attached work sites be approved.

Yes - 5
No - 0, motion carried

**C-E-W-W SUPERVISORY
DISTRICT:**

Mr. Shafer made reference to a letter received from Ken Slentz regarding the vacancy in the position of District Superintendent of Schools of the Sole Supervisory District of Clinton-Essex-Warren-Washington Counties.

Following review of the letter, Mr. Dupree moved, seconded by Mr. Swanston that Mr. Shafer be authorized to send a response to make no change in the Sole Supervisory District of Clinton-Essex-Warren-Washington Counties (Option I).

Yes - 5
No - 0, motion carried

ADJOURNMENT:

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

Yes - 5
No - 0, motion carried

Meeting adjourned at 8:47 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk