

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

**DATE:** April 23, 2009

**LOCATION:** North Franklin Educational Center, Malone, New York

**KIND OF MEETING:** Regular

**MEMBERS PRESENT:** Thomas F. Mac Donald, Jules J. Comeau, Thomas P. Derouchie, William A. McConvey, Thomas O'Bryan, John G. Swanston

**MEMBERS ABSENT:** Ralph H. Russell, William Madden, III, Paula M. Niles

**OTHERS PRESENT:** Stephen T. Shafer, District Superintendent  
Carol J. Lavoie, Clerk  
Nancy M. Montevago, Deputy Superintendent  
Rick J. Swanston, Director of Management Services

**CALL TO ORDER AND  
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:36 P.M. by Vice-President Mac Donald followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Vice-President Mac Donald asked for a motion concerning the minutes of the previous meetings. Mr. Swanston moved, seconded by Mr. Derouchie that the minutes of the regular meeting of March 19, 2009 as well as special and annual meetings of April 2, 2009 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 Fund, Workers' Compensation and Health Insurance Fund for the month of March. Following discussion, Dr. Comeau 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 March be approved.

Yes - 6  
No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. McConvey moved, seconded by Mr. Derouchie that the Board enter into an executive session to discuss evaluation of the District Superintendent and to discuss matters related to specific personnel.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 7:47 P.M.

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

Yes - 6

No - 0, motion carried

The Board left executive session at 8:17 P.M.

**PRESENTATION ON  
INSTRUCTIONAL  
TECHNOLOGY:**

Nancy Montevago gave the Board a presentation on the use of instructional technology in the various programs operated throughout the agency followed by a tour of the Health Occupations Classroom at the NFEC where staff and students demonstrated the technology currently being used in their particular program.

**ABOLISHMENT OF  
POSITIONS:**

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

School Monitor  
Special Education Teacher  
Speech & Hearing Handicapped Teacher  
Teaching Assistant - 2 Positions

Yes - 6

No - 0, motion carried

**ESTABLISHMENT OF  
STANDARD WORK DAY  
FOR THE PURPOSE OF  
DETERMINING DAYS  
WORKED REPORTABLE  
TO THE NEW YORK  
STATE AND LOCAL  
EMPLOYEES'  
RETIREMENT SYSTEM:**

Dr. Comeau moved, seconded by Mr. McConvey that standard work days be established as follows :

Asst. to Business Manager & Accountant – 8 Hours Per Day/5 Days Per Week  
Business Manager – 8 Hours Per Day/5 Days Per Week  
CTE Outreach Coordinator – 8 Hours Per Day/5 Days Per Week  
Manager of Office Operations & Staff – 8 Hours Per Day/5 Days Per Week

Occupational Therapist – 6 Hours Per Day/5 Days Per Week  
Physical Therapist – 6 Hours Per Day/5 Days Per Week

School Monitor – 6 Hours Per Day/5 Days Per Week  
Interpreter for the Deaf - 6 Hours Per Day/5 Days Per Week  
Physical Therapist Assistant - 6 Hours Per Day/5 Days Per Week  
Registered Professional Nurse - 6 Hours Per Day/5 Days Per Week  
Licensed Practical Nurse - 6 Hours Per Day/5 Days Per Week

Student Counseling Program Assistant - 6 Hours Per Day/5 Days Per Week  
Occupational Therapist Assistant – 6 Hours Per Day/5 Days Per Week  
Teacher Aide - 6 Hours Per Day/5 Days Per Week

Substitutes for Occupational Therapist, Physical Therapist, School Monitor,  
Interpreter for the Deaf, Physical Therapist Assistant, Registered Professional  
Nurse, Licensed Practical Nurse, Student Counseling Program Assistant,  
Occupational Therapist Assistant, Teacher Aide – 6 Hours Per Day

Yes - 6

No - 0, motion carried

**RESIGNATION:**

Mr. McConvey moved, seconded by Mr. O'Bryan that the following resignation  
be accepted:

Eric D. Barney - Teacher Aide

Yes - 6

No - 0, motion carried

**CHANGE IN  
PROBATIONARY  
APPOINTMENT FOR  
GLENN R. THOMAS:**

Mr. McConvey moved, seconded by Mr. Derouchie that the following  
probationary appointment be changed:

Glenn R. Thomas - Biology Teacher from 3 years to 2 years due to  
receiving tenure previously - new probationary period: 03/21/08 -  
03/20/10

Yes - 6

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by  
Mr. McConvey that the following individuals be appointed as Part-time and  
Occasional Employees for the 2008-09 school year:

Substitute - Instructional Programs

Jeanette M. Bassett

Regional Summer School Principal 2009-10

Michael Fellion - \$8,000

Yes - 6

No - 0, motion carried

**EMERGENCY**

The Franklin-Essex-Hamilton Board of Cooperative Educational Services has

**CONDITIONAL  
APPOINTMENT:**

been unable to fill certain vacancies which existed despite good faith efforts to fill such vacancies in a manner which would have allowed sufficient time for clearance or conditional clearance by the Commissioner of Education.

Therefore, upon the recommendation of Stephen Shafer, District Superintendent, Dr. Comeau moved, seconded by Mr. Derouchie that the following emergency conditional appointment in the areas and on the effective date indicated be approved for the 2008-09 school year under terms permitted by the Education Law:

Substitute - Instructional Programs  
Lisa Barney

Yes - 6

No - 0, motion carried

**POSITION TO BE FILLED:**

Mr. Shafer informed the Board that at the present time the following position is yet to be filled:

Teacher of the Blind and Partially Sighted

Mr. Swanston moved, seconded by Mr. Derouchie that Mr. Shafer be authorized to fill all vacancies for the 2008-09 school year.

Yes - 6

No - 0, motion carried

**BOCES BUDGET FOR  
2009-10:**

Mr. Shafer reviewed the 2009-2010 BOCES Budget with the Board.

Mr. McConvey moved, seconded by Mr. Swanston that the BOCES Budget for the 2009-2010 school year in the amount of \$19,811,040 be approved.

Yes - 6

No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. Derouchie moved, seconded by Mr. Swanston that the Board enter into an executive session to discuss matters related to specific personnel.

Yes - 6

No - 0, motion carried

The Board entered into an executive session at 9:04 P.M.

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

Yes - 6

No - 0, motion carried

The Board left executive session at 9:30 P.M.

**CONSIDERATION OF  
SALARY AND BENEFIT**

The Board reviewed and discussed information related to the confidential employees.

**POLICY FOR  
CONFIDENTIAL  
EMPLOYEES:**

Mr. McConvey moved, seconded by Dr. Comeau that the Salary & Benefit Policy for Confidential Employees as annexed to these minutes be approved for the 2009-10, 2010-11 and 2011-12 school years.

Yes - 5

No - 1 (Mr. O'Bryan), motion carried

**ANNUAL PROFESSIONAL  
PERFORMANCE REVIEW  
PLAN:**

Ms. Montevago reported that committee met and recommends no changes to the Annual Professional Performance Review Plan.

Mr. McConvey moved, seconded by Mr. Swanston that the Annual Professional Performance Review Plan be approved for the 2008-09 school year without any changes.

Yes - 6

No - 0, motion carried

**APPROVAL OF WORK  
SITES:**

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

Yes - 6

No - 0, motion carried

**STUDENT TRAVEL:**

Dr. Comeau moved, seconded by Mr. Swanston that the following student activity be approved:

New Vision Program at AEC - New England Medical Centers -  
May 7-8, 2009 - Boston, MA

Yes - 6

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Dr. Comeau 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 disposed of through public bid or auction as well as through the Regional Computer Recycling & Recovery as indicated.

Yes - 6

No - 0, motion carried

**CONSIDERATION OF  
PURCHASE AND  
AUTHORIZATION TO BID**

Rick Swanston reviewed considerations and options with the Board regarding the purchase of Fuel to be supplied to the North Franklin Educational Center and the Adirondack Educational Center for the 2009-2010 school year.

**FOR FUEL:**

Following discussion, Dr. Comeau moved, seconded by Mr. Derouchie that the BOCES be authorized to advertise bids for Fuel.

Yes - 6

No - 0, motion carried

**CAPITAL PROJECTS -  
CONSIDERATION OF BID  
IN CONNECTION WITH  
AEC CULINARY ARTS  
RENOVATION PROJECT:**

Mr. McConvey moved, seconded by Mr. O'Bryan that the low bid meeting specifications submitted by Murnane Building Contractors, Inc. in the amount of \$357,701 for the Culinary Arts Renovation Project at the Adirondack Educational Center be accepted.

Yes - 6

No - 0, motion carried

Dr. Comeau moved, seconded by Mr. McConvey that the Board President or Vice-President be authorized to sign the Contract Agreement between the Franklin-Essex-Hamilton BOCES and Murnane Building Contractors, Inc. in connection with the Culinary Arts Renovation Project at the Adirondack Educational Center for a total amount not to exceed \$357,701.

Yes - 6

No - 0, motion carried

Mr. Swanston moved, seconded by Mr. McConvey that Joe Wright be appointed as the Clerk of the Works in connection with the upcoming Culinary Arts Renovation Project at the Adirondack Educational Center at no additional compensation.

Yes - 6

No - 0, motion carried

**AUTHORIZATION FOR  
DISTRICT  
SUPERINTENDENT TO  
ISSUE LETTER OF INTENT  
TO NYSERDA:**

Dr. Comeau moved, seconded by Mr. McConvey that the District Superintendent be authorized to issue a letter of intent to NYSERDA (New York State Energy Research and Development Authority) in connection with potential funding for cogeneration projects at BOCES facilities.

Yes - 6

No - 0, motion carried

**REVIEW OF BOCES  
ANNUAL MEETING,  
RESULTS OF ANNUAL  
ELECTION OF MEMBERS**

The Board discussed the BOCES Annual Meeting held on April 2, 2009 as well as the results of the Annual Election of members of the BOCES and vote on Administrative Budget conducted on April 20, 2009.

**OF THE BOCES AND VOTE  
ON ADMINISTRATIVE  
BUDGET CONDUCTED ON  
APRIL 20, 2009:**

**ADJOURNMENT:**

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

Yes - 6

No - 0, motion carried

Meeting adjourned at 9:54 P.M.

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

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Carol J. Lavoie, Clerk