

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

**DATE:** August 28, 2008

**LOCATION:** Franklin Academy Library Media Center, Malone, New York

**KIND OF MEETING:** Regular

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

**MEMBERS ABSENT:** William Madden, III

**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 7:34 P.M. by President Russell followed by the Pledge of Allegiance.

**APPROVAL OF  
MINUTES:** President Russell asked for a motion concerning the minutes of the previous meeting. Mr. Swanston moved, seconded by Mr. Derouchie that the minutes of the organizational meeting of July 17, 2008 be approved.

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 Fund, Workers' Compensation and Health Insurance Fund for the month of July. Following discussion, Mr. Mac Donald moved, seconded by Dr. Comeau that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of July be approved.

Yes - 8  
No - 0, motion carried

**EXECUTIVE SESSION:**

Mr. McConvey moved, seconded by Mr. O'Bryan that the Board enter into an executive session to discuss negotiations.

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 7:43 P.M.

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

Yes - 8

No - 0, motion carried

The Board left executive session at 8:09 P.M.

**ABOLISHMENT OF POSITIONS:**

Mr. O'Bryan moved, seconded by Mr. McConvey that the following positions be abolished:

Teacher Aide (2 Positions)

Yes - 8

No - 0, motion carried

**RESIGNATIONS:**

Mr. Derouchie moved, seconded by Mr. Mac Donald that the following resignations be accepted:

Kathy Billings - Registered Professional Nurse (Effective 09/01/08)

Kelly L. Robinson - Teacher Aide (Effective 09/01/08)

Lena J. Tooly - Special Education Teacher (Effective 09/01/08)

Yes - 8

No - 0, motion carried

**APPOINTMENTS:**

Upon the recommendation of Mr. Shafer, Mr. Swanston moved, seconded by Mr. O'Bryan that:

Donna M. Bombard be appointed as a Licensed Practical Nurse, commencing on 09/01/08, salary to be at Grade 14, Step E of the Non-Instructional Salary Schedule for the school year 2008-09.

Tricia J. Childs, who holds a Level One Certificate as a Teaching Assistant, be appointed in the Teaching Assistant tenure area for a probationary period of three (3) years commencing on 01/07/08 and terminating on 01/06/11, salary to be at Grade 10, Step B of the Non-Instructional Salary Schedule for the school year 2008-09.

**APPOINTMENTS  
(CONTINUED):**

Sarah E. Garland be appointed as a Registered Professional Nurse, commencing on 09/01/08, salary to be at Grade 13, Step E of the Non-Instructional Salary Schedule for the school year 2008-09.

Thomas M. Letham be appointed as an Interpreter for the Deaf, commencing on 09/01/08, salary to be at Grade 11, Step A of the Non-Instructional Salary Schedule for the school year 2008-09.

Shirleta D. Schue, permanently certified in Social Studies 7-12, be appointed in the Alternative Education Teacher tenure area for a probationary period of two (2) years commencing on 09/01/08 and terminating on 08/31/10, salary to be at Step 12 of the Instructional Salary Schedule for the school year 2008-09.

Lori A. Smith be appointed as a Senior Clerk, commencing on 08/11/08, salary to be at Grade 5, Step A of the Non- Instructional Salary Schedule for the school year 2008-09.

Yes - 8

No - 0, motion carried

**DESIGNATIONS:**

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

Richard J. Arens, be designated as a Librarian/Media Specialist 65% commencing on 09/01/08 salary to be at Step 10 of the Teacher Salary Schedule for the school year 2008-09.

Charles Archie McKee, be designated as Assistant to Business Manager and Accountant, *Provisional Appointment Pending Approval from the Department of Civil Service*, commencing on 04/14/08 salary to be at \$34,320 based on a 12-Month salary for the school year 2008-09.

Brittany E. Perkins, be designated as a Speech & Hearing Handicapped Teacher 60% commencing on 09/01/08 salary to be at Step 1 of the Teacher Salary Schedule for the school year 2008-09.

Cheryl E. Seymour, whose certification as a Librarian/Media Specialist is pending from the New York State Education Department, be designated as a Librarian/Media Specialist commencing on 09/01/08 salary to be at Step 7 of the Teacher Salary Schedule for the school year 2008-09.

Yes - 8

No - 0, motion carried

**PART-TIME &  
OCCASIONAL**

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

**EMPLOYEES:**

Occasional Employees for the 2008-09 school year:

Club Advisors - \$800

Adirondack Educational Center:

Adirondack Hairdressers' Association - Darcey Burman  
Association of Collegiate Entrepreneurs- Donald Ambrose  
FFA - Mark Paul  
Skills USA (Auto Technology) - Timothy Rock  
Skills USA (Building Trades) - Jay Field

North Franklin Educational Center - Student Council:

Barbara Hart  
James Lalonde  
Jennifer Sienkiewicz

Acting Principals - \$600

James Lalonde (NFEC)  
Wayne McGinnis (AEC)

Substitute - Instructional Programs

Howard Hart  
Lauren LaBare

Part-time Clerk - \$11.41 Per Hour

Jomarie Decker  
Christine Dustin

Special Education Teacher - \$212 Per Day

Nicole L. Snide

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:

Account Clerk  
Special Education Teacher - 2 Positions  
Teacher of the Blind and Partially Sighted  
Technology & Data Analysis Coordinator - Instructional Support

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

Yes - 8

No - 0, motion carried

**APPROVAL OF ANNUAL  
PROFESSIONAL  
PERFORMANCE  
REVIEW PLAN:**

The review of the Annual Professional Performance Review Plan was tabled.

**APPROVAL OF REVISED  
CODE OF CONDUCT:**

Following discussion, Mr. McConvey moved, seconded by Mr. Swanston that the Code of Conduct be revised as annexed to these minutes.

Yes - 8

No - 0, motion carried

**APPROVAL OF REVISED  
DISTRICT-WIDE  
SCHOOL SAFETY PLAN:**

Nancy Montevago reviewed the proposed revisions to the District-Wide School Safety Plan. Mr. McConvey moved, seconded by Mr. Swanston that revisions be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

**APPROVAL OF UPDATES  
TO PROCEDURES FOR  
IMPLEMENTING THE  
PUBLIC ACCESS  
DEFIBRILLATION (PAD)  
PROGRAM:**

Mr. McConvey moved, seconded by Mr. Derouchie that the updates to the procedures for implementing the Public Access Defibrillation (PAD) Program be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

**CAPITAL PROJECTS -  
CONSIDERATION  
OF ARCHITECT  
OR ENGINEER TO  
DEVELOP PLANS AND  
SPECIFICATIONS FOR  
RENOVATIONS TO THE  
CULINARY ARTS  
CLASSROOM AT AEC:**

Rick Swanston indicated that Joseph Garso from NorthWoods Engineering has been retained over the past few years in connection with several capital projects.

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Mr. O'Bryan that the District Superintendent be authorized to seek a quote from NorthWoods Engineering and that Joseph Garso, NorthWoods Engineering, be appointed to develop plans/specifications for renovations to the Culinary Arts classroom at the Adirondack Educational Center.

Yes - 8

No - 0, motion carried

**APPROVAL OF CLUBS  
AND EXTRA-  
CLASSROOM FUNDS  
FOR 2008-09:**

Mr. McConvey moved, seconded by Mr. Derouchie that the following Clubs and Extra-Classroom Funds for 2008-09 be approved:

**Adirondack Educational Center**

Adirondack Hairdressers' Association (National)*	- Darcey Burman
Alternative Education Classroom Store**	- Joanne Williams
Association of Collegiate Entrepreneurs (ACE)*	- Donald Ambrose
FFA Classroom Club*	- Mark Paul
New Vision Health Classroom Club**	- Alison Riley-Clark
Skills USA/Auto Technology*	- Tim Rock (co-chair)
Skills USA/Building Trades*	- Jay Field (co-chair)

**North Franklin Educational Center**

Alternative High School (GED) Classroom Store**	- Michael Fellion
Auto Technology Classroom Club**	- Randall Poissant
Building Trades Classroom Club**	- William Laymon
Child Development Classroom Club**	- Jennifer Sienkiewicz
Cosmetology (Seniors) Classroom Club**	- Carole Race
Cosmetology (Juniors) Classroom Club**	- Carole Race
Culinary Arts Classroom Club**	- James Lalonde
Salmon River Classroom Store - Secondary Level 12:1+1**	- Mary Raville
Student Council (Building Wide)* (3 advisors)	- James Lalonde
	- Barbara Hart
	- Jennifer Sienkiewicz

*\*Paid Club Advisor(s)*

*\*\*Unpaid Faculty Advisor(s) (as part of instructional assignment)*

Yes - 8

No - 0, motion carried

**APPROVAL OF  
TRANSPORTATION  
CONTRACTS:**

Mr. Swanston moved, seconded by Mr. McConvey that the transportation contracts with the following school districts be approved for the 2008-09 school year.

	<u>Rate Per Mile</u>
Malone Central School District	\$4.00
Salmon River Central School District	\$5.00
Saranac Lake Central School District	\$2.53
Tupper Lake Central School District	\$4.10

Yes - 8

No - 0, motion carried

**APPROVAL OF VEHICLE  
PURCHASE:**

Upon the recommendation of Mr. Swanston, Mr. McConvey moved, seconded by Mr. Derouchie that the following vehicle be purchased pursuant to state contract with accessories and options listed on the specifications sheet as annexed to these minutes:

2009 Ford F350 Truck (DRW) 4X4 .....\$32,151

Yes - 8

No - 0, motion carried

**APPROVAL OF WORK  
SITES:**

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

Yes - 8

No - 0, motion carried

**APPROVAL OF VOTING  
DELEGATE AND  
ALTERNATE FOR 2008  
NYSSBA ANNUAL  
MEETING:**

Mr. O'Bryan moved, seconded by Mr. Mac Donald that Thomas Derouchie be appointed as voting delegate and William McConvey be appointed as Alternate for the 2008 NYSSBA Annual Meeting, superseding the previous action on this matter.

Yes - 8

No - 0, motion carried

**APPROVAL OF  
UPCOMING MEETINGS:**

Mr. McConvey moved, seconded by Dr. Comeau that that Board Members and Administrators be authorized to attend the following meetings at the expense of the BOCES:

NYSSBA Area 6 Dinner Meeting - Thursday, September 25, 2008,  
Malone Golf Club

Franklin-Essex-Hamilton School Boards Association Meeting - Tuesday,  
October 7, 2008, Paul Smith's College

Yes - 8

No - 0, motion carried

**AUTHORIZATION FOR  
PRESIDENT TO SIGN:**

Mr. McConvey moved, seconded by Mr. Swanston that the President be authorized to sign the following:

Agreement with Malone Central School District for Fuel Sharing  
Agreement with Franklin County Public Transportation Department  
Agreement with Eastern NY Regional School Support Center  
Agreement with Citizens Advocates - Clinical Work Experience  
Agreement with Citizens Advocates - SL Rental Agreement  
Agreement with David Conaway Vision Consulting  
Agreement with Christine Adams Vision Consulting  
Agreement with Malone for Copier Usage  
Agreement with Centenary United Methodist Church

Yes - 8

No - 0, motion carried

**APPROVAL OF**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded

**DISPOSITION OF BOCES  
PERSONAL PROPERTY:**

by Mr. Mac Donald 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 the Regional Computer Recycling & Recovery, LLC as well as through public bid or auction, sold as scrap or taken to the landfill as indicated.

Yes - 8

No - 0, motion carried

**EXECUTIVE SESSION:**

The Board discussed the need to complete an Appraisal Form for the Evaluation of the District Superintendent in accordance with the Annual Professional Performance Review Procedures.

Mr. McConvey moved, seconded by Dr. Comeau that the Board enter into an executive session to discuss the evaluation of the District Superintendent.

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 8:50 P.M. to discuss the evaluation of the District Superintendent.

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

Yes - 8

No - 0, motion carried

The Board left executive session at 9:15 P.M.

Mr. McConvey moved, seconded by Mr. Mac Donald that the Extension of Employment Agreement and Salary Amendment to Employment Agreement for the District Superintendent as annexed to these minutes be approved.

Yes - 8

No - 0, motion carried

**BOARD COMMENTS:**

Mr. Shafer and Mr. Russell reported on the Healthy Childhood Summit they attended in Lake Placid on August 18<sup>th</sup>.



**ADJOURNMENT:**

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 9:22 P.M.

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

\_\_\_\_\_  
Carol J. Lavoie, Clerk