

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

**DATE:** December 18, 2008

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

**KIND OF MEETING:** Regular

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

**MEMBERS ABSENT:** William A. McConvey, Thomas P. Derouchie (entered at 7:10 PM)

**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 7:00 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. O'Bryan that the minutes of  
the regular meeting of November 20, 2008 be approved.

Yes - 7  
No - 0, motion carried

Thomas Derouchie entered the meeting at 7:10 PM.

**REPORT FROM CLAIMS  
AUDITOR:** The Board, acting as the Audit Committee of the Whole, met and received a  
report from Esther Debyah, Claims Auditor.

**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 November. Following discussion  
Dr. Comeau moved, seconded by Mr. Madden that the Treasurer's Reports,  
Budget Control and Analysis of Revenue Reports for all funds for the month  
of November be approved.

Yes - 8  
No - 0, motion carried

**PRESENTATION ON  
GREEN INITIATIVES:**

Rick Swanston and Lorraine Bessette presented the Board with information regarding the Green Initiatives throughout the agency. Recycling boxes produced by the Multi-Occupations Class were on display for the Board of Education.

**PRESENTATION ON  
ALTERNATIVE  
EDUCATION - NFEC:**

Lorraine Bessette along with staff members: Paula Erno-Boyea, Barbara Hart, April Stemmer, Glenn Thomas and student, Jeremy Wilbur, gave a presentation on the Alternative Education Program offered at the North Franklin Educational Center.

**CREATION OF POSITION:**

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

School Monitor

Yes - 8

No - 0, motion carried

**CHANGE IN POSITION  
STATUS:**

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Dr. Comeau that the following position status be changed:

David C. Tyldesley - Physical Education Teacher 100% to 60%  
(Effective 01/05/09)

Yes - 8

No - 0, motion carried

**RESIGNATIONS:**

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

Erica L. Karleskent - School Monitor (Effective Date 12/05/08)

Rita M. Savage - Teacher Aide (Due to Retirement) Change in Date

Yes - 8

No - 0, motion carried

**APPOINTMENT:**

Upon the recommendation of Mr. Shafer, Mr. Niles moved, seconded by Mr. Mac Donald that:

Karen Plante-Lanthier be appointed as an Account Clerk, commencing on 01/05/09, salary to be at Grade 5, Step G 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. Swanston that:

Mandy L. Chambers, be designated as a TEACHING ASSISTANT commencing on 01/05/09 and terminating on 06/30/09, salary to be at Grade 10, Step A of the Non-Instructional Salary Schedule for the school year 2008-09.

Amy L. Robinson, be designated as a TEACHING ASSISTANT commencing on 01/05/09 and terminating on 06/30/09, salary to be at Grade 10, Step A of the Non-Instructional Salary Schedule for the school year 2008-09.

Bobbie L. Yaddow, be designated as a SCHOOL MONITOR commencing on 01/05/09 and terminating on 06/30/09, salary to be at Grade 8, Step B of the Non-Instructional Salary Schedule for the school year 2008-09.

Yes - 8

No - 0, motion carried

**PART-TIME &  
OCCASIONAL EMPLOYEE:**

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

Substitute - Instructional Programs

Bobbie L. Yaddow

Yes - 8

No - 0, motion carried

**EMERGENCY  
CONDITIONAL  
APPOINTMENTS:**

The Franklin-Essex-Hamilton Board of Cooperative Educational Services has 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, Mr. Derouchie moved, seconded by Mr. Madden that the following emergency conditional appointments in the areas and on the effective dates indicated be approved for the 2008-09 school year under terms permitted by the Education Law:

Substitute - Instructional Programs

Christal Niles-Lynch

Elena Toishi

Yes - 8

No - 0, motion carried

**LEAVE OF ABSENCE:**

Upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. Swanston that the following request for leave absence be approved:

Mandy L. Chambers - Teacher Aide (In order to accept designation as a Teaching Assistant for the period of 01/05/09 - 06/30/09)

Yes - 8

No - 0, motion carried

Upon the recommendation of Mr. Shafer, Mr. Derouchie moved, seconded by Mr. O'Bryan that the following request for leave absence be approved:

Amy L. Robinson - Teacher Aide (In order to accept designation as a Teaching Assistant for the period of 01/05/09 - 06/30/09)

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:

School Monitor  
School Support Assistant  
Special Education Teacher  
Speech & Hearing Handicapped Teacher  
Teacher Aide  
Teacher of the Blind and Partially Sighted

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

Yes - 8

No - 0, motion carried

**APPROVAL OF ONE YEAR  
EXTENSION OF CSEA  
CONTRACT:**

Mr. Swanston moved, seconded by Dr. Comeau that the one year extension of the CSEA Contract be approved as annexed to these minutes and that the District Superintendent be authorized to execute.

Yes - 8

No - 0, motion carried

**APPROVAL OF BID FOR  
MINI-EXCAVATOR:**

Rick Swanston provided the Board with a presentation regarding the Mini Excavator. The Board reviewed the tabulation of bids received for the Mini Excavator.

Following discussion, Mr. Madden moved, seconded by Mr. Derouchie that the matter be tabled until further information is available.

Yes - 8

No - 0, motion carried

**AUTHORIZATION FOR  
PRESIDENT TO SIGN:**

Mr. Mac Donald moved, seconded by Mrs. Niles that the President and/or District Superintendent be authorized to sign the following:

Agreement with OneWorkSource in connection with the Summer Youth Program  
Agreement with Franklin County Transportation Department in connection with the Model Transition Program Grant  
Agreement with Franklin County Career Development Center in connection with the Educational Resources Program  
Agreement with St. Joseph's Rehabilitation Center in connection with the Adult Education Program  
Contract with Partners In Safety, Inc.

Yes - 8

No - 0, motion carried

**APPROVAL OF AN  
ADDITIONAL CLUB,  
EXTRACLASSROOM FUND  
AND CLUB ADVISOR  
2008-09:**

Upon the recommendation of Mr. Shafer, Mr. Mac Donald moved, seconded by Mr. Derouchie that the following club, extraclassroom fund and club advisor be approved for the 2008-09 school year:

**North Franklin Educational Center**

New Vision Government & Law Classroom Club\*\* - Tracy Edwards-Warren

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

Yes - 8

No - 0, motion carried

**BOARD COMMENTS:**

Mr. O'Bryan distributed brochures in connection with a Constructivist Conference Scheduled for July 20-24, 2009 at St. Lawrence University in Canton.

**POSSIBLE NEED FOR A  
SPECIAL BOARD  
MEETING:**

Mr. Shafer advised the Board that at this time it does not appear there will be a need to hold a special meeting prior to the regular January meeting.

**ADJOURNMENT:**

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 8:39 P.M.

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

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Carol J. Lavoie, Clerk