

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

**DATE:** February 19, 2009

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

**KIND OF MEETING:** Regular

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

**MEMBERS ABSENT:** William A. McConvey, Paula M. Niles  
William Madden, III (entered at 7:06 P.M.)

**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. Mac Donald moved, seconded by Mr. Derouchie that the minutes of the regular meeting of January 15, 2009 as well as the special meeting of January 28, 2009 be approved.

Yes - 6  
No - 0, motion carried

William Madden, III entered the meeting at 7:06 P.M.

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

Yes - 7  
No - 0, motion carried

**REVIEW OF FINANCIAL** The Board reviewed the Financial Statements in connection with the

**STATEMENTS -  
EXTRACLASSROOM  
ACTIVITY FUND:**

Extraclassroom Activity Fund. Mr. Swanston moved, seconded by Mr. Mac Donald that the Financial Statements for July 1, 2008 - December 31, 2008 in connection with the Extraclassroom Activity Fund be approved.

Yes - 7

No - 0, motion carried

**APPROVAL OF NEW  
UNEMPLOYMENT  
INSURANCE MONEY  
MARKET ACCOUNT:**

Upon the recommendation of Mr. Swanston, Mr. Derouchie moved, seconded by Mr. Swanston that a new Unemployment Insurance Money Market Account #421-527587 be approved.

Yes - 6

No - 0, motion carried

Abstain - 1, Mr. Mac Donald

**EXECUTIVE SESSION:**

Mr. Derouchie moved, seconded by Mr. Madden that the Board enter into an executive session to discuss matters related to the employment of particular persons.

Yes - 7

No - 0, motion carried

The Board entered into an executive session at 7:15 P.M.

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

Yes - 7

No - 0, motion carried

The Board left executive session at 7:45 P.M.

**PRESENTATION ON  
CTE/NEW VISION -  
NORTH:**

Lorraine Bessette gave the Board a Presentation on CTE/New Vision Programs in the North End.

**APPROVAL OF HOURLY  
RATES:**

Mr. Mac Donald moved, seconded by Mr. Derouchie that the following hourly rates be approved:

Substitute Motor Vehicle Operator - \$10.64 Per Hour

Adult and Continuing Education

- Classes that lead to the issuance of a formal credential \$40/Hour  
Effective May 1, 2009
- Classes that do not lead to the issuance of a formal credential \$30/Hour  
Effective May 1, 2009

Yes - 7

No - 0, motion carried

**REQUEST FOR  
REDUCTION IN POSITION:**

Mr. O'Bryan moved, seconded by Mr. Swanston that the following position be reduced from 100% to 90%:

Anne Reilly, Physical Therapist Assistant (Effective 02/09/09 - 05/04/09)

Yes - 7

No - 0, motion carried

**APPOINTMENT:**

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

Rhonda Shorette-Peets, be appointed as a School Support Assistant (*Provisional Appointment Pending Approval from the Department of Civil Service*) commencing on 02/23/09, salary to be at Grade 15, Step A of the Non-Instructional Salary Schedule for the school year 2008-09.

Yes - 7

No - 0, motion carried

**DESIGNATIONS:**

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

Eric D. Barney, be designated as a Teacher Aide commencing on 02/02/09 and terminating on 06/30/09 salary to be at Grade 9, Step A of the Non-Instructional Salary Schedule for the school year 2008-09.

Danielle J. Dupuis, be designated as a Teacher Aide commencing on 02/23/09 and terminating on 06/30/09 salary to be at Grade 9, Step A of the Non-Instructional Salary Schedule for the school year 2008-09.

Tracie L. Griffin, be designated as a Teaching Assistant commencing on 02/09/09 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.

Yes - 7

No - 0, motion carried

**PART-TIME &  
OCCASIONAL  
EMPLOYEES:**

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

Substitute - Instructional Programs

Casey C. Carr

Adult Education Instructor (Certified Nurse Aide Program - \$35.00 Per Hour

Louis Vuolo

School Business Manager Consultant - \$300 Per Day

Donald Reichhart

Substitute Motor Vehicle Operator - \$10.64 Per Hour

Kevin Hafter

Adult Education Instructor - \$25.00 Per Hour

Donald Ambrose

Thomas Letham

Kevin St. Hilaire

Yes - 7

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. Madden moved, seconded by Mr. Mac Donald 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:

Brian H. Lamica - Cleaner

Grade 2 - Step A (Effective Date 02/09/09)

Cindy Shafer -Substitute Motor Vehicle Operator - \$10.64 Per Hour

Yes - 7

No - 0, motion carried

**LEAVE OF ABSENCE:**

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

Tracie L. Griffin - Teacher Aide (In order to accept designation as a Teaching Assistant for the period of 02/09/09 - 06/30/09)

Yes - 7

No - 0, motion carried

**REQUEST FOR APPROVAL  
FOR 20 ADDITIONAL SICK  
DAYS:**

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

Francie Collins - School Counselor (Recommendation from the Sick Leave Pool Committee to grant an additional 20 days)

Yes - 7

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  
Special Education Teacher  
Speech & Hearing Handicapped Teacher  
Teacher of the Blind and Partially Sighted  
Teaching Assistant (Effective 9/1/09)

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

Yes - 7  
No - 0, motion carried

**CONSIDERATION OF  
TENTATIVE 2009-10 BOCES  
ADMINISTRATIVE  
BUDGET:**

Mr. Shafer reviewed the tentative 2009-2010 BOCES Administrative Budget with the Board. Mr. Mac Donald moved, seconded by Dr. Comeau that the tentative BOCES Administrative Budget for the 2009-2010 school year be approved for presentation to the component school districts.

Yes - 7  
No - 0, motion carried

**APPROVAL OF  
VOLUNTEER FOR THE  
2008-09 SCHOOL YEAR:**

Mr. Mac Donald moved, seconded by Dr. Comeau that Doris Lauber be approved as a Volunteer in connection with the Shared Business Office for the 2008-09 school year.

Yes - 7  
No - 0, motion carried

**AUTHORIZATION FOR  
PRESIDENT TO SIGN:**

Mr. Swanston moved, seconded by Mr. O'Bryan that the President and/or District Superintendent be authorized to sign the following:

Educational Resources Contract, NYS Office of Temporary and Disability Assistance  
Agreement with St. Joseph's Rehabilitation Center  
Agreement with St. Lawrence-Lewis BOCES in connection with the Career Pathways Consortium

Yes - 7  
No - 0, motion carried

**APPROVAL OF WORK  
SITES:**

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

Yes - 7  
No - 0, motion carried

**AUTHORIZATION TO  
ACCEPT DONATION:**

Mr. Swanston moved, seconded by Mr. Derouchie that the BOCES accept the following donation to be used in connection with BOCES educational programs and projects:

White Pine Lumber from John Dalphin (\$3,500 value)

Yes - 7

No - 0, motion carried

**AUTHORIZATION FOR  
NEW YOUR CITY  
REGISTRATION REVIEW  
TEAM VISIT EXPENSES:**

Mr. Shafer reviewed the process involved in the New York City School Registration Review Team Visits. He informed the Board of his participation in this year's Team Visits during March 1-5, 2009. Mr. O'Bryan moved, seconded by Dr. Comeau that the BOCES pay the expenses for the Team Members from this Supervisory District including Stephen Shafer, Leslie LaRose and Angela Robert subject to reimbursement for selected members of the Team as approved by the State Education Department.

Yes - 7

No - 0, motion carried

**CONSIDERATION  
OF BIDS FOR  
DIAGNOSTIC  
EQUIPMENT:**

Rick Swanston provided the Board with information regarding Diagnostic Equipment in connection with the Auto Technology Programs at the North Franklin Educational Center and Adirondack Educational Center.

The Board reviewed the tabulation of bids received for Diagnostic Equipment. Following discussion, Mr. Madden moved, seconded by Mr. Derouchie that the low bid meeting specifications for the Diagnostic Equipment in the amount of \$17,802.02 submitted by Snap-On Tools be accepted.

Yes - 7

No - 0, motion carried

**CONSIDERATION  
OF BIDS FOR  
SCAFFOLDING  
EQUIPMENT:**

Rick Swanston provided the Board with information regarding Scaffolding Equipment in connection with the Building Trades Program at the North Franklin Educational Center.

The Board reviewed the tabulation of bids received for Scaffolding Equipment. Following discussion, Mr. Madden moved, seconded by Mr. Derouchie that the low bid meeting specifications for the Scaffolding Equipment in the amount of \$11,957.31 submitted by NES Rentals be accepted.

Yes - 7

No - 0, motion carried

**STUDENT TRAVEL:**

Mr. Mac Donald moved, seconded by Mr. Derouchie that the following student activities be approved:

New Vision - Government & Law - April 5-7, 2009 - Albany

Cosmetology Class (AEC) International Beauty Show, April 27-29, 2009 - New York City, NY

Yes - 7

No - 0, motion carried

**QUARTERLY UPDATE -  
INTERNAL AUDIT  
FUNCTION :**

Rick Swanston provided the Board with a quarterly update in connection with the Internal Audit Function.

**CEWW SCHOOL BOARDS  
ASSOCIATION MEETING:**

Mr. Swanston moved, seconded by Dr. Comeau that board members be authorized to attend the Clinton-Essex-Warren-Washington School Boards Association Meeting scheduled for Thursday, March 5, 2009 in Peru at the expense of the BOCES.

Yes - 7

No - 0, motion carried

**ADJOURNMENT:**

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

Yes - 7

No - 0, motion carried

Meeting adjourned at 9:13 P.M.

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

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Carol J. Lavoie, Clerk