

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

DATE: June 18, 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, William A. McConvey, Paula M. Niles, Thomas
O'Bryan, John G. Swanston

MEMBERS ABSENT: William Madden, III (entered at 7:37 PM)

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

**CALL TO ORDER AND
PLEDGE OF ALLEGIANCE:** The meeting was called to order at 7:30 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. Mac Donald that the
minutes of the regular meeting of May 21, 2009 be approved.

Yes - 8
No - 0, motion carried

William Madden entered the meeting at 7:37 PM.

APPROVAL OF The Board, acting as the Audit Committee of the Whole, reviewed the

FINANCIAL REPORTS:

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

Yes - 9

No - 0, motion carried

ESTABLISHMENT OF NEW BANK ACCOUNT:

Mr. Derouchie moved, seconded by Mr. Madden that the Unemployment Insurance Checking Account #421-813911 be abolished and that a CTE Equipment Reserve Money Market Account #421-530855 be established.

Yes - 9

No - 0, motion carried

REPORT FROM CLAIMS AUDITOR:

The Board, acting as the Audit Committee of the Whole, met and received a report from Esther Debyah, Claims Auditor.

Mr. Mac Donald moved, seconded by Mr. Derouchie that the Claims Audit Report for the period of March - June 2009 submitted by Esther Debyah, Claims Auditor and dated 6/18/09, be accepted.

Yes - 9

No - 0, motion carried

SHARED BUSINESS OFFICE PRESENTATION:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Mac Donald that the presentation on the Shared Business Office be moved to the agenda for the July meeting.

Yes - 9

No - 0, motion carried

EXECUTIVE SESSION:

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

Yes - 9

No - 0, motion carried

The Board entered into an executive session at 7:50 P.M.

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

Yes - 9

No - 0, motion carried

The Board left executive session at 8:50 P.M.

**APPROVAL OF
SUBSTITUTE/HOURLY
RATES FOR 2009-10
SCHOOL YEAR:**

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

Substitute Teacher/Teaching Assistants*:

\$85 Daily Rate – Certified

\$75 Daily Rate – 4-Year Degree

\$65 Daily Rate – Non-Degree

**Any teacher substitute (certified or not) working more than 10 days (day 11 and on) in a single teaching position (for the same teacher) - \$218 Daily Rate or \$36.33 Hourly Rate.*

Substitute Teacher Aide - \$55 Daily Rate

Substitute School Monitor - \$45 Daily Rate

Substitute Clerical - \$9 Hourly Rate

Substitute Registered Professional Nurse - \$135.29 Daily Rate

Substitute Licensed Practical Nurse - \$112.09 Daily Rate

Substitute Cleaner - \$9.00 Per Hour

Substitute Laborer - \$9.00 Per Hour

Substitute Motor Vehicle Operator – \$10.64 Per Hour

Adult and Continuing Education

- Classes that lead to the issuance of a formal credential \$40/Hour
- Classes that do not lead to the issuance of a formal credential \$30/Hour

Yes - 9

No - 0, motion carried

**ACKNOWLEDGEMENT OF
3014(b) TEACHER OF THE
DEAF & HEARING
IMPAIRED FROM LPCSD:**

Mr. McConvey moved, seconded by Dr. Comeau that the following be acknowledged:

Alicia Retrosi (Salary equivalent to Step 20 - \$55,036) – Effective 09/01/08 Accredited with accumulated leave and tenure status as of the close of the current school year in her position at Lake Placid Central School District

Yes - 9

No - 0, motion carried

RESIGNATION:

Mr. Madden moved, seconded by Mr. Swanston that the following resignation be accepted:

Wayne M. McGinnis - Alternative Education Teacher (*Due to Retirement - Effective 06/30/09*)

Yes - 9

No - 0, motion carried

APPOINTMENT:

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

Angela E. Leary, permanently certified in Cosmetology be appointed in the Cosmetology/Barbering 7-12 tenure area for a probationary period of two (2) years commencing on 09/01/09 and terminating on 08/31/11, salary to be at Step 10 of the Instructional Salary Schedule for the school year 2009-10.

Yes - 6

No - 3 (Mr. Derouchie, Mr. Mac Donald, Mr. Swanston) motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Part-time Copy Clerk - \$11.75 Per Hour (2009-10 School Year)
Donna Childs

Substitute – Instructional Programs
William C. Hungerford

Extended School Year 2009-10 – See Attached List*

Regional Summer School 2009-10 – See Attached List*

*Salary is based on 1/200th of Salary Step for 2009-10 for full-time BOCES Employees.

*Salary for Non-BOCES Employees is based on 1/200th of base pay for the position.

Bus Driver Training Instructors 2009-2010 School Year (Dominic Barse, Darrin Jock, Charles Perham, Daniel Shumway, Norman Treptow & Keith White)

Basic 30-Hour Program - \$1,200 (Plus meals and mileage)

Advanced 10-Hour Program - \$400 (Plus meals and mileage)

Bus Driver Refresher (2-3 Hours) - \$95 (Plus meals and mileage)

Salary for Annual Training (5 Days) - \$650

Physical Performance Testing of School Bus Drivers - \$25 Per Person (\$20 Per Person for 4 or more) Plus Mileage

I9-A Testing - \$45 Per Person and Mileage

Wheelchair Securement - \$90 (Plus meals and mileage)

Two-Hour Refresher (Monitors/Attendants) - \$95 (Plus meals and

mileage)
Basic 10-Hour Program (Monitors/Attendants) - \$400 (Plus meals and mileage)
Physical Performance Testing of Monitors/Attendants - \$20 Per Person (\$15 per person for 4 or more) Plus Mileage

School Business Manager Consultant - \$300 Per Day (Based on 8 Hours Per Day and a Maximum of 20 Days Between June 19, 2009 through June 30, 2010

Donald F. Reichhart

Yes - 9

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. Mac Donald moved, seconded by Mr. Swanston that the following emergency conditional appointments in the areas and on the effective dates indicated be approved for the 2009-10 school year under terms permitted by the Education Law:

Summer Laborers (Based on \$9.00 Per Hour, 8 Hours Per Day and a Maximum of 60 Days Each Between June 19, 2009 through September 30, 2009)

Todd Collins
Matthew Fish
Devin Furnace
Kevin LaPage, Jr.
Logan Ratelle
Shawn Seaman

Yes - 9

No - 0, motion carried

**STIPENDS FOR 2009-10
SCHOOL YEAR:**

Mr. McConvey moved, seconded by Mr. Derouchie that additional stipends for the following individuals be approved for the 2009-10 school year:

Charles P. LaBrake Jr., Maintenance Coordinator - \$5,720
Elgin G. Wright, Operations Coordinator - \$5,720
Stephanie P. Bannon, Human Resources Coordinator - \$7,800
Rosemary C. Racine, Computer Operations & Technology Coordinator - \$7,800
Caroline M. Durant, Computer Operations & Technology Assistant Coordinator - \$2,500

Yes - 9

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:

Alternative Education Teacher
Consulting Teacher for Standards Implementation & Technology
Literacy Specialist
Physical Therapist
Teacher of the Blind and Partially Sighted
Teaching Assistant – 2 Positions

Mrs. Niles moved, seconded by Mr. Madden that Mr. Shafer be authorized to fill all vacancies for the 2009-10 school year.

Yes - 9
No - 0, motion carried

**APPROVAL OF REVISED
CODE OF CONDUCT:**

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

Yes - 9
No - 0, motion carried

**AUTHORIZATION FOR
PRESIDENT TO SIGN:**

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

Agreement with Franklin County Preschool Services
Agreement with Alice Hyde Medical Center Nursing Home (CNA Program)
Agreement with Franklin County Nursing Home (CNA Program)
Agreement with David Conaway Vision Consulting Services
Agreement with Christine Adams Vision Consulting Services
Agreement with Kristen Green for Physical Therapy Services
Agreement with Lea Bedore for Speech Pathology Services
Agreement with Control Technologies in connection with HVAC
Revised Agreement with Adirondack Medical Center (Adult CNA)
Agreement with Career Development Center
Agreement with OneWorksource

Yes - 9
No - 0, motion carried

**CONSIDERATION
OF BIDS FOR**

Rick Swanston provided the Board with information regarding Culinary Arts Equipment in connection with the Culinary Arts Program at the Adirondack

**CULINARY ARTS
EQUIPMENT:**

Educational Center.

The Board reviewed the tabulation of bids received for Culinary Arts Equipment. Following discussion, Mr. McConvey moved, seconded by Dr. Comeau that the low bid meeting specifications for the Culinary Arts Equipment in the amount of \$14,001.28 submitted by Central Restaurant Products, Inc. be accepted.

Yes - 9

No - 0, motion carried

**AUTHORIZATION FOR
TREASURER TO MAKE
DEPOSITS INTO THE
FOLLOWING
ESTABLISHED RESERVES:**

Based on the recommendation of the District Superintendent and following review of the Analysis of Reserve Funds, Mr. Swanston moved, seconded by Mr. Mac Donald that the Treasurer be authorized to make deposits into the established reserve funds as follows:

Employee Benefit Accrued Liability Reserve (in the amount of
\$30,000)

Career & Technology Equipment Reserve (in the amount of \$162,550)

Unemployment Insurance Reserve (in the amount of \$0)

Yes - 9

No - 0, motion carried

**APPROVAL FOR 2009-10
COMMITTEE
MEMBERSHIPS:**

Mrs. Niles moved, seconded by Mr. Swanston that the appointments to the following Committees on the list annexed to these minutes be approved:

Annual Professional Performance Review (APPR) Committee

Professional Development Plan (PDP) Committee

District-Wide Safety Committee

Technology Committee

Yes - 9

No - 0, motion carried

UPCOMING MEETINGS:

Dr. Comeau moved, seconded by Mrs. Niles that the Board Members be authorized to attend the following at the expense of the BOCES :

New School Board Member Training - Lake Placid, October 2-3, 2009

NYSSBA's 90th Annual Convention and Educational Trade Show in
New York City, October 15-18, 2009

Yes - 9

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Mr. Mac Donald moved, seconded by Mr. Swanston 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 - 9

No - 0, motion carried

**APPROVAL OF LANGUAGE
CHANGE FOR HOLIDAY
SCHEDULE FOR CSEA
UNIT & ADMINISTRATORS'
ASSOCIATION
CONTRACTS AND
AUTHORIZATION FOR
DISTRICT
SUPERINTENDENT TO
SIGN:**

Mr. Mac Donald moved, seconded by Mr. Derouchie that the language change for Holiday Schedules for the CSEA Unit & Administrators' Association Contracts be approved and that the District Superintendent be authorized to sign.

Yes - 9

No - 0, motion carried

**ACCEPTANCE OF
RESIGNATION OF MARC
STANKUS:**

Mr. Swanston moved, seconded by Mr. Mac Donald that the resignation of Marc Stankus, newly elected Board Member be accepted.

Yes - 9

No - 0, motion carried

**ESTABLISHMENT OF DATE
FOR SPECIAL ELECTION
TO FILL THE VACANT
BOARD SEAT:**

Mr. Mac Donald moved, seconded by Mr. Swanston that the date for the Special Election to the fill the vacant board seat be set for August 5, 2009.

Yes - 9

No - 0, motion carried

**ORGANIZATIONAL
MEETING - DATE, TIME
AND LOCATION:**

Dr. Comeau moved, seconded by Mrs. Niles that the organizational meeting be held on Thursday, July 16, 2009 at the Adirondack Educational Center in Saranac Lake beginning at 7:30 PM.

Yes - 9

No - 0, motion carried

**APPROVAL OF
MODIFICATION TO
EMPLOYMENT
AGREEMENT FOR THE**

Mr. Mac Donald moved, seconded by Mrs. Niles that the modification to the employment agreement for the Deputy Superintendent be approved as annexed to these minutes.

**DEPUTY
SUPERINTENDENT:**

Yes - 9
No - 0, motion carried

**APPROVAL OF
AMENDMENT AND
EXTENSION OF
EMPLOYMENT
AGREEMENT FOR THE
DISTRICT
SUPERINTENDENT:**

Mr. Madden moved, seconded by Mr. Derouchie that an amendment and extension of the employment agreement for the District Superintendent be approved as annexed to these minutes.

Yes - 9
No - 0, motion carried

**CONSIDERATION OF
PURCHASE AND
AUTHORIZATION
TO BID CULINARY ARTS
FOOD SUPPLIES:**

Rick Swanston reviewed considerations and options with the Board regarding the purchase of Culinary Arts Food Supplies in connection with the Culinary Arts Program at the North Franklin Educational Center and the Adirondack Educational Center.

Following discussion, Mr. Mac Donald moved, seconded by Mr. Madden that the BOCES be authorized to advertise bids for Culinary Arts Food Supplies.

Yes - 9
No - 0, motion carried

**CONSIDERATION OF
PURCHASE AND
AUTHORIZATION
TO BID CATERING
SERVICES IN
CONNECTION WITH THE
SCHOOL IMPROVEMENT
PROGRAM:**

Rick Swanston reviewed considerations and options with the Board regarding the purchase of Catering Services in connection with the Office of Special Services School Improvement Program.

Following discussion, Mr. Madden moved, seconded by Mr. Swanston that the BOCES be authorized to advertise bids for Catering Services.

Yes - 9
No - 0, motion carried

**REPORT ON AWARDS
CEREMONIES:**

Mr. Shafer and Mr. Russell reported on the various awards ceremonies they had attended.

BOARD COMMENTS:

The Board expressed their appreciation to Paula Niles and William Madden for their years of service on the BOCES Board of Education and each were presented with a certificate.

TOUR OF NFEC:

Mr. Shafer provided a tour of the Administrative Offices at the North Franklin Educational Center.

ADJOURNMENT:

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

Yes - 9
No - 0, motion carried

Meeting adjourned at 9:35 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk