

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

DATE: May 21, 2009

LOCATION: Adirondack Educational Center, Saranac Lake, 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
Marc Stankus

**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.

PRESENTATIONS: Greg Camelo gave a presentation on the Career and Technical Education Programs operated at the Adirondack Educational Center as well as the New Vision-Healthcare Program operated in conjunction with the Adirondack Medical Center. Sarah Preston, student from the New Vision Program, shared with the Board the many opportunities and experiences she has been afforded through the program.

Betsy Sageman presented information to the Board regarding the Special Education Programs and various components operated throughout the F-E-H BOCES area.

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 regular meeting of April 23, 2009 be approved.

Yes - 8
No - 0, motion carried

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 April. Following discussion, Dr. Comeau moved, seconded by Mrs. Niles that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of April be approved.

Yes - 8

No - 0, motion carried

EXECUTIVE SESSION:

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

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 8:55 P.M.

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

Yes - 8

No - 0, motion carried

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

ABOLISHMENT OF POSITIONS:

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

School Monitor

Special Education Teacher - 3 Positions

Speech & Hearing Handicapped Teacher 80%

Teacher Aide - 3.5 Positions

Yes - 8

No - 0, motion carried

CREATION OF POSITION:

Upon the recommendation of Mr. Shafer, Mr. Mac Donald moved, seconded by Dr. Comeau that the following position be created:

Literacy Specialist

Yes - 8

No - 0, motion carried

RESIGNATIONS:

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

Deirdre D. Gray - Consulting Teacher for Standards Implementation & Technology (Effective 06/30/09)
Wendy R. Norman - Physical Therapist (Effective 07/01/09)

Yes - 8

No - 0, motion carried

DESIGNATION:

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

Elizabeth L. Haug, be designated as an Occupational Therapist 50% commencing on 09/01/09 at a prorated salary of \$30,804 (Based on 10-Month Salary of \$61,607) for the school year 2009-10.

Yes - 8

No - 0, motion carried

**PART-TIME &
OCCASIONAL
EMPLOYEES:**

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

Substitute - Instructional Programs

Stephen Lavier (Effective upon final fingerprinting clearance)

Club Advisors 2009-10 - No Compensation

Adirondack Educational Center

Cosmetology Club – Darcey Burman

New Vision Club – Alison Riley-Clark

North Franklin Educational Center

Building Trades Club – William Laymon

Culinary Club – James Lalonde

GED Club – Michael Fellion

Club Advisors 2009-10 - \$800 Each

North Franklin Educational Center

Student Council (Building-Wide) – 3 Advisors

- Barbara Hart
- James Lalonde
- Jennifer Sienkiewicz

Acting Principals 2009-10 - \$600 Each

James Lalonde (NFEC)

Wayne McGinnis (AEC)

Yes - 8

No - 0, motion carried

**APPOINTMENTS TO
TENURE:**

Upon the recommendation of Mr. Shafer, Mr. McConvey moved, seconded by Dr. Comeau that the following individuals be appointed to tenure in the area and

on the effective dates indicated:

Randall S. Poissant - Trade Subjects (Automotive Technology), Effective 09/01/09

Crista L. Richards - Literacy Specialist, Effective 09/01/09

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:

Consulting Teacher for Standards Implementation & Technology

Cosmetology Teacher

Literacy Specialist

Physical Therapist

Teacher of the Blind and Partially Sighted

Teaching Assistant - 2 Positions

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

Yes - 8

No - 0, motion carried

**APPROVAL OF REVISED
PERSONAL USE OF BOCES
VEHICLES POLICY:**

Mr. Shafer reviewed proposed revisions to the Personal Use of BOCES Vehicles Policy. Following discussion Mr. Mac Donald moved, seconded by Mr. Derouchie that the revised Personal Use of BOCES Vehicles Policy be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

**APPROVAL OF STIPENDS
FOR STAFF
DEVELOPMENT
ACTIVITIES - 2009-10:**

Mr. McConvey moved, seconded by Mr. Swanston that the Stipends for Staff Development Activities for the 2009-10 school year be approved as presented.

Yes - 8

No - 0, motion carried

**APPROVAL OF
CONSTITUTIONS AND BY-
LAWS FOR CLUBS AND
MAINTENANCE OF EXTRA
CLASSROOM FUNDS:**

Dr. Comeau moved, seconded by Mr. Mac Donald that the Constitutions and By-Laws for Clubs and Maintenance of Extra Classroom funds be approved.

Yes - 8

No - 0, motion carried

**APPROVAL OF REVISED
CODE OF CONDUCT:**

This matter was tabled upon the recommendation of Mr. Shafer.

**APPROVAL OF FIVE-YEAR
CTE RESERVE PLAN FOR
2009-10 - 2013-14:**

Mr. McConvey moved, seconded by Mr. Swanston that the 5-Year Plan for CTE Instructional Equipment in connection with the BOCES 5-Year CTE Reserve Fund be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

**APPROVAL OF
PROFESSIONAL
DEVELOPMENT PLAN FOR
2009-10:**

Mr. Mac Donald moved, seconded by Mrs. Niles that the revised Professional Development Plan as annexed to these minutes be approved.

Yes - 8

No - 0, motion carried

**APPROVAL OF WORK
SITE:**

Dr. Comeau moved, seconded by Mr. Derouchie that the attached work site be approved.

Yes - 8

No - 0, motion carried

**AUTHORIZATION FOR
PRESIDENT TO SIGN:**

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

Agreement with Habitat for Humanity
Agreement with Village of Saranac Lake
Agreement with Adirondack Medical Center
Agreement with Beth Randall, OTR/L Services

Yes - 8

No - 0, motion carried

UPCOMING MEETINGS:

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

2009 Rural Schools Association (RSA) Annual Conference - July 12-14, 2009,
Cooperstown
NYSSBA Area 6 Dinner Meeting - 9/24/09 - Malone Golf Club

Yes - 8

No - 0, motion carried

**QUARTERLY REPORT -
INTERNAL AUDIT
FUNCTION:**

The Board, acting as the Audit Committee of the Whole, reviewed the Quarterly Report in connection with the Internal Audit Function. Following discussion, Mr. Mac Donald moved, seconded by Mr. McConvey that the Quarterly Report in connection with the Internal Audit Function be accepted.

Yes - 8
No - 0, motion carried

**APPROVAL OF REVISED
MANAGERIAL
EMPLOYMENT
CONTRACTS:**

Mr. McConvey moved, seconded by Mr. Mac Donald that the Employment Agreements for the following managerial employees be revised as annexed to these minutes and that the District Superintendent be authorized to sign:

Philip A. Beaney, CTE Outreach Coordinator
Carol J. Lavoie, Manager of Office Operations & Staff
Charles A. McKee, Asst. to Business Manager & Accountant
Cynthia L. Moody, Business Manager
Susan M. Perkins, Business Manager
Rick J. Swanston, Director of Management Services

Yes - 8
No - 0, motion carried

STUDENT TRAVEL:

Mr. McConvey moved, seconded by Mr. Mac Donald that the following student activity be approved:

NFEC Automotive Technology - RPM Performance
- June 5, 2009 - St. Albans, Vermont

Yes - 8
No - 0, motion carried

**CONSIDERATION OF FUEL
BID:**

Rick Swanston provided the Board with information 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.

The Board reviewed the tabulation of bids received for Fuel. Following discussion and upon the recommendation of Mr. Shafer, Dr. Comeau moved, seconded by Mr. O'Bryan that the low bid meeting specifications for Fuel in the fixed rate amount of \$2.0922/per gallon submitted by Adirondack Energy Products, Inc. be accepted.

Yes - 6
No - 2, (Mr. Swanston, Mr. Mac Donald)
motion carried

REMINDERS:

GED Graduation, June 4, 2009, 1:30 PM, NFEC

Academic Excellence Awards Banquet - June 7, 2009, Crowne Plaza,
Lake Placid

BOCES Awards Ceremonies:

QLA

- CTE - Thursday, June 11, 2009, 9:00 AM, NCCC Gymnasium
- New Vision - Friday, June 12, 2009, 9:30 AM, Adirondack Medical Center

NFCA

- CTE - Monday, June 15, 2009 - 9:15 AM, Harison Gym
- New Vision (Health) - Friday, June 19, 2009, 10:00 AM, Alice Hyde Medical Center
- New Vision (Law & Government) - Monday, June 22, 9:00 AM, Centenary Methodist Church

BOARD COMMENTS:

The Board thanked Ralph Russell for serving on Zone 2 Board of Directors of the Rural Schools Association for the past several years.

ADJOURNMENT:

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

Yes - 8

No - 0, motion carried

Meeting adjourned at 10:35 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk