

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

DATE: November 20, 2008

LOCATION: Adirondack Educational Center, Saranac Lake, New York

KIND OF MEETING: Regular

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

MEMBERS ABSENT: Thomas F. Mac Donald, William Madden, III (entered at 7:40 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 7:30 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. O'Bryan moved, seconded by Mr. Swanston that the minutes of the regular meeting of October 16, 2008 be approved.

Yes - 7
No - 0, motion carried

William Madden entered the meeting at 7:40 PM.

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

Yes - 8
No - 0, motion carried

PRESENTATION: Greg Camelo and Shirleta Schue gave the Board a Presentation on the

Prevocational Alternative Student System (PASS) Program offered at the Adirondack Educational Center.

EXECUTIVE SESSION:

Mr. O'Bryan moved, seconded by Mr. Madden that the Board enter into an executive session to discuss contractual matters.

Yes - 8

No - 0, motion carried

The Board entered into an executive session at 8:25 P.M.

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

Yes - 8

No - 0, motion carried

The Board left executive session at 8:35 P.M.

**APPROVAL OF
SUBSTITUTE RATE FOR
CLEANER:**

Dr. Comeau moved, seconded by Mr. McConvey that the following Substitute Rate for the 2008-09 school year be approved:

Substitute Cleaner - \$8.00 Per Hour

Yes - 8

No - 0, motion carried

CREATION OF POSITIONS:

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

Teaching Assistant 2.5 Positions

Yes - 8

No - 0, motion carried

RESIGNATION:

Mrs. Niles moved, seconded by Mr. McConvey that the following resignation be accepted:

Christine M. Weeks - School Support Assistant (Effective 12/04/08)

Yes - 8

No - 0, motion carried

APPOINTMENT:

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

Mr. O'Bryan that:

Christine A. Backus, who holds an Initial Certificate in Deaf and Hard of Hearing be appointed in the Education of Children with Handicapping Conditions - Education of Deaf Children tenure area for a probationary period of three (3) years commencing on 09/01/08 and terminating on 08/31/11 salary to be at Step 1 of the Teacher Salary Schedule for the school year 2008-09.

Deirdre D. Dunham, who holds an Initial Certificate (Extension) in General Science 7-12 be appointed in the Consulting Teacher for Standards Implementation & Technology tenure area for a probationary period of three (3) years commencing on 12/01/08 and terminating on 11/30/11 salary to be at Step 1 of the Teacher Salary Schedule for the school year 2008-09.

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 for the 2008-09 school year:

Substitute Laborer & Cleaner - \$8.00 Per Hour

Kyle Swanston

Margaret Shatraw

Temporary Cleaner (During the leave of absence of Grace Harrington) - \$9.10 Per Hour

Natasha Boyea

Substitute - Instructional Programs

Elizabeth Parent

Temporary School Counselor (During the leave of absence of Francie Collins) - \$212 Per Day

Jacquelyn C. Sovie

Yes - 8

No - 0, motion carried

EMERGENCY

The Franklin-Essex-Hamilton Board of Cooperative Educational Services has

**CONDITIONAL
APPOINTMENTS:**

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. Swanston moved, seconded by Mr. O'Bryan 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
Danielle Dupuis

Karen Plante-Lanthier - Account Clerk
Grade 5 - Step G (Effective Date 12/08/08)

Yes - 8
No - 0, motion carried

LEAVE OF ABSENCE:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mr. Derouchie that the following request be granted as an unpaid leave of absence in accordance with the provisions of the Family Medical Leave Act:

Gary B. Betters - School Psychologist (Effective 12/04/08 - 02/24/09)

Yes - 8
No - 0, motion carried

**APPROVAL FOR 20
ADDITIONAL SICK DAYS:**

Upon the recommendation of the Sick Leave Pool Committee, Mrs. Niles moved, seconded by Mr. Swanston that an additional 20 days be granted from the Sick Leave Pool to Francie Collins, School Counselor, in accordance with the established Sick Leave Pool Guidelines.

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

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

Yes - 8
No - 0, motion carried

APPROVAL OF PPO-J

Following discussion, Mr. Derouchie moved, seconded by Mr. McConvey that

MOU'S:

the PPO-J Memorandum of Understandings be approved as annexed to these minutes.

Yes - 8

No - 0, motion carried

Mr. McConvey moved, seconded by Mrs. Niles that the Option of the Indemnity or PPO-J Health Insurance Plan be extended to the Confidential Employees under the same terms and conditions as outlined in the Memorandum of Understanding with each of the bargaining units.

Yes - 8

No - 0, motion carried

APPROVAL OF DATES AND LOCATIONS FOR APRIL MEETINGS:

Dr. Comeau moved, seconded by Mr. Swanston that President Russell set the following dates for the 2008-09 school year pursuant to Section 1950 of the Education Law:

BOCES Annual Meeting – Thursday, April 2, 2009, Adirondack Educational Center

BOCES Annual Election and Vote on Administrative Budget - Monday, April 20, 2009

BOCES Regular Meeting - Thursday, April 23, 2009

Yes - 8

No - 0, motion carried

APPROVAL OF BOCES SERVICE DESCRIPTIONS AND DEVELOPMENT CALENDAR FOR 2008-2009:

Mr. Shafer explained the budget development process and provided a copy of the proposed BOCES Service Description Guide for 2009-10 to the Board. Mr. Derouchie moved, seconded by Mr. Swanston that the Service Guide and Budget Development Calendar for 2009-10 be approved for distribution to component school districts, etc.

Yes - 8

No - 0, motion carried

APPROVAL TO ABOLISH INACTIVE EXTRACLASROOM FUNDS:

Mr. McConvey moved, seconded by Mr. Swanston that the following Extraclassroom Activity Funds be abolished and that the remaining balances be transferred into the accounts indicated below:

Auto Technology (NFEC) Extraclassroom Activity Funds (*remaining balance of \$7.70 to be transferred to the Student Council Extraclassroom Account*)

Child Development (NFEC) Extraclassroom Activity Funds (*remaining balance of \$4.54 to be transferred to the Student Council Extraclassroom Account*)

Cosmetology (NFEC-Juniors) Extraclassroom Activity Funds (*remaining balance of \$672.52 to be transferred to the Student Council Extraclassroom Account*)

Electrical Trades (NFEC) Extraclassroom Activity Funds (*remaining balance of \$49.83 to be transferred to the Student Council Extraclassroom Account*)

**APPROVAL TO ABOLISH
INACTIVE
EXTRACLASSROOM
FUNDS (CONTINUED):**

Heavy Equipment (NFEC) Extraclassroom Activity Funds (*remaining balance of \$.08 to be transferred to the Student Council Extraclassroom Account*)

Salmon River/Transitions School Store Extraclassroom Activity Funds
(*remaining balance = \$11,092.56 to be transferred to the General Fund Account*)

Yes - 8

No - 0, motion carried

**APPROVAL OF
RESOLUTION
AUTHORIZING
A DEFERRED
COMPENSATION PLAN
FOR EMPLOYEES:**

Mr. Shafer notified the Board of a Deferred Compensation Plan for employees that is currently available from the New York State Deferred Compensation Plan.

The Board of Cooperative Educational Services of the Sole Supervisory District of Franklin, Essex and Hamilton Counties has reviewed the proposed Deferred Compensation Plan. Following review of the Plan, Mr. Derouchie moved, seconded by Mr. McConvey that a resolution adopting the Deferred Compensation Plan as annexed to these minutes be approved:

Yes - 8

No - 0, motion carried

**AUTHORIZATION FOR
PRESIDENT AND/OR
DISTRICT
SUPERINTENDENT TO
SIGN:**

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

Articulation Agreement with Herkimer County Community College
Agreement with Akwesasne Boys and Girls Club
Deferred Compensation Plan Resolution

Yes - 8

No - 0, motion carried

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

Upon the recommendation of Mr. Shafer, Dr. Comeau 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 the Regional Computer Recycling & Recovery.

Yes - 8

No - 0, motion carried

**ADOPTION OF 403(b)
RETIREMENT PLAN
DOCUMENT AND
AUTHORIZATION TO SIGN:**

Mr. Shafer informed the Board that there would be new IRS regulations effective January 1, 2009 that would affect our current 403 (b) Retirement Plan. Following discussion, Mr. Swanston moved, seconded by Mr. Derouchie that the amended and restated 403(b) Retirement Plan Document effective January 1, 2009 as annexed to these minutes be adopted and that authorization be given for the President to sign.

Yes - 8

No - 0, motion carried

**CONSIDERATION OF
PURCHASE AND
AUTHORIZATION
TO BID ONE (1)
MINI-EXCAVATOR:**

Rick Swanston reviewed considerations and options with the Board regarding the purchase of a Mini-Excavator in connection with the Heavy Equipment Program at the North Franklin Educational Center.

Following discussion, Mr. McConvey moved, seconded by Mr. Madden that the BOCES be authorized to advertise and receive bids for a Mini-Excavator.

Yes - 8

No - 0, motion carried

**CONSIDERATION OF
PURCHASE AND
AUTHORIZATION
TO BID SCAFFOLDING
EQUIPMENT:**

Rick Swanston reviewed considerations and options with the Board regarding the purchase of Scaffolding Equipment in connection with the Building Trades Program at the North Franklin Educational Center.

Following discussion, Mr. Swanston moved, seconded by Mr. Madden that the BOCES be authorized to advertise and receive bids for Scaffolding Equipment.

Yes - 8

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.

OTHER BUSINESS:

The Board received information from NYSSBA related to Lobbying efforts for the upcoming State Issues Conference scheduled for March 1-3, 2009.

BOARD COMMENTS:

Mr. O'Bryan made a suggestion to display class photos inside the building for each program and also for board members to make legislative contacts regarding the state budget situation. Mr. McConvey reported on his attendance at the recent NYSSBA Convention.

ADJOURNMENT:

Mr. O'Bryan moved, seconded by Mr. McConvey that the meeting be adjourned.

Yes - 8

No - 0, motion carried

Meeting adjourned at 9:30 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk