

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

DATE: October 16, 2008

LOCATION: North Franklin Educational Center, Malone, New York

KIND OF MEETING: Regular

MEMBERS PRESENT: Ralph H. Russell, Thomas F. Mac Donald, Paula M. Niles, Thomas O'Bryan, John G. Swanston

MEMBERS ABSENT: Jules J. Comeau, Thomas P. Derouchie, William Madden, III, William A. McConvey

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. Swanston moved, seconded by Mr. Mac Donald that the minutes of the regular meeting of September 18, 2008 be approved.

Yes - 5
No - 0, motion carried

**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 September. Following discussion, Mrs. Niles moved, seconded by Mr. Swanston that the Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of September be approved.

Yes - 5
No - 0, motion carried

PRESENTATION: Rick Swanston introduced Joseph Campbell, Dorette Abruzzi, Laura

Montgomery, Marian Stone and Deborah McGill, staff members who gave a presentation to the Board regarding the various adult education programs offered throughout the BOCES area that are funded by various grants and partnered with local agencies.

**REVIEW AND
ACCEPTANCE OF
INDEPENDENT AUDIT
REPORT:**

Carl Seyfarth, Independent Auditor, presented the Independent Audit Report for the year ending June 30, 2008. Following discussion and upon the recommendation of the Audit Subcommittee, Mr. Swanston moved, seconded by Mrs. Niles that the Board, acting as the Audit Committee of the Whole, accept the Independent Audit Report for the year ending June 30, 2008 as prepared by Seyfarth & Seyfarth CPAs, P.C.

Yes - 5

No - 0, motion carried

EXECUTIVE SESSION:

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

Yes - 5

No - 0, motion carried

The Board entered into an executive session at 8:45 P.M.

Mr. Swanston moved, seconded by Mr. O'Bryan that the Board leave the executive session.

Yes - 5

No - 0, motion carried

The Board left executive session at 8:53 P.M.

**APPROVAL OF
SUBSTITUTE RATES FOR
2008-09 SCHOOL YEAR:**

Mr. O'Bryan moved, seconded by Mr. Mac Donald that the following Substitute Rates for the 2008-09 school year 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) - \$212 Daily Rate or \$35.33 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

Yes - 5

No - 0, motion carried

RESIGNATIONS:

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

Stephanie L. Deuyour - Teacher Aide (Effective Date 10/14/08)

Brittany E. Perkins - Speech & Hearing Handicapped Teacher
(Effective Date 09/26/08)

Carole A. Race - Cosmetology Teacher (Due to Retirement -
Effective 12/31/08)

Rita M. Savage - Teacher Aide (Due to Retirement - Effective 01/02/09)

Yes - 5

No - 0, motion carried

CALL BACK POSITION:

Mr. O'Bryan moved, seconded by Mrs. Niles that the following Call Back Position be approved:

Teacher Aide

Christine Dustin (Step 2) Effective Date 10/14/08

Yes - 5

No - 0, motion carried

APPOINTMENT:

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

Nicole L. Snide, permanently certified as a SPECIAL EDUCATION TEACHER, be appointed in the Special Education Teacher tenure area for a probationary period of three (3) years commencing on 10/01/08 and terminating on 09/30/11 salary to be at Step 4 of the Teacher Salary Schedule for the school year 2008-09.

Yes - 5

No - 0, motion carried

DESIGNATIONS:

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

Loretta A. Charland, be designated as a Cosmetology Teacher commencing on 10/17/08 and terminating on 06/30/09 salary to be at Step 1 of the Teacher Salary Schedule for the school year 2008-09.

Kelly J. Williams, be designated as a Teaching Assistant commencing on 10/17/08 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 - 5

No - 0, motion carried

PART-TIME &

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

**OCCASIONAL
EMPLOYEES:**

Mr. Mac Donald that the following individuals be appointed as Part-time and Occasional Employees for the 2008-09 school year:

Substitute - Instructional Programs

Sarah L. DiOrio

Linda A. Kennedy

Yes - 5

No - 0, motion carried

LEAVES OF ABSENCE:

Upon the recommendation of Mr. Shafer, Mr. O'Bryan moved, seconded by Mrs. Niles that leaves of absence be approved for the following employees as requested:

Loretta A. Charland - Teaching Assistant (Effective 10/17/08 - 06/30/09)

Kelly J. Williams - Teacher Aide (Effective 10/17/08 - 06/30/09)

Yes - 5

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:

Account Clerk

Special Education Teacher

Speech & Hearing Handicapped Teacher

Teacher of the Blind and Partially Sighted

Consulting Teacher for Standards Implementation & Technology

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

Yes - 5

No - 0, motion carried

**APPROVAL FOR 5-YEAR
CTE EQUIPMENT PLAN:**

Following discussion, Mr. Mac Donald moved, seconded by Mr. Swanston that the Career and Technical Education (CTE) Instructional Equipment 5-Year Plan as annexed to these minutes be approved with the understanding that there will be an annual review and approval.

Yes - 5

No - 0, motion carried

**APPROVAL OF WORK
SITES:**

Mr. Mac Donald moved, seconded by Mr. Swanston that the attached work sites be approved.

Yes - 5

No - 0, motion carried

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

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

Memorandums of Understanding -

Contracts for Sub-Allocation of 611 and 619 Federal Funds under IDEA
Renewing Information Form for the Culinary Arts Articulation Agreement
with SUNY Cobleskill

Agreement with North Coast Therapy for Occupational Therapy Services

Agreement with Lea Bedore for Speech Pathology Services

Yes - 5

No - 0, motion carried

**APPROVAL OF UPCOMING
MEETINGS:**

Mr. O'Bryan moved, seconded by Mr. Mac Donald that the Board Members and Administrators be authorized to attend the following meetings at the expense of the BOCES:

Regional Technology Awareness Day - 12/12/08 - Desmond Hotel,
Albany

FEH School Boards Association Dinner Meeting - October 21, 2008, Paul
Smith's College

Yes - 5

No - 0, motion carried

**APPROVAL OF ANNUAL
PROFESSIONAL
PERFORMANCE REVIEW
PLAN:**

Ms. Montevago reviewed the proposed revisions of the Annual Professional Performance Review Plan based on the recommendation of the Committee. Following discussion, Mr. Mac Donald moved, seconded by Mrs. Niles that the attached revisions annexed to these minutes in connection with the Annual Professional Performance Review Plan be adopted.

Yes - 5

No - 0, motion carried

**COMMITTEE
APPOINTMENTS:**

Mr. Swanston moved, seconded by Mr. Mac Donald 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 - 5

No - 0, motion carried

**ACKNOWLEDGEMENT OF
CONSULTANT**

The Board was provided with a list of the 2008-09 Consultant Committees as of October 16, 2008 for all Career and Technical Education Programs located at

COMMITTEE MEMBERS:

both the Adirondack Educational Center and the North Franklin Educational Center.

ADJOURNMENT:

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

Yes - 5

No - 0, motion carried

Meeting adjourned at 9:29 P.M.

These minutes approved _____

Carol J. Lavoie, Clerk