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

# HIGHLIGHTS OF BOARD OF EDUCATION MEETING – APRIL 19, 2012
## Regular Meeting

**MEMBERS PRESENT:** Dennis Egan, Gail Rogers Rice, Thomas Derouchie, Stephen Dupree, William McConvey, Thomas O'Bryan, Ralph Russell, John Swanston

**MEMBERS ABSENT**: Hallie Bond

**OTHERS PRESENT:** Stephen Shafer, Leslie LaRose, Carol Lavoie

**CALL TO ORDER:** at 7:00 PM at the North Educational Center in Malone

**PLEDGE TO FLAG:** was led by President Egan

**BUSINESS MATTERS:**

- Minutes of the Regular Meeting held on 3/16/12 as well as the Special and Annual Meetings held on 4/3/11 were approved as presented.
- Treasurer's Reports, Budget Control and Analysis of Revenue Reports for all funds for the month of March were approved as presented.
- Jamie Manor was appointed Treasurer to replace Susan Perkins, effective 4/20/12.

**ENTERED EXECUTIVE SESSION** at 7:15 PM to discuss Evaluation of the District Superintendent and negotiation of compensation agreements)

**LEFT EXECUTIVE SESSION** at 8:34 PM.

**PERSONNEL:**

- Resignations were accepted as follows:
  Donna Hanus – School Library System Director (*Due to Retirement – Eff. 7/1/12*)
  Cynthia Rousell – Teacher Aide (*Due to Retirement – Eff. 6/30/12*)
  Monica Thibault – School Monitor (*Due to Retirement – Eff. 6/30/12*)
- Appointments were approved as follows:
  Mary Jones – Instructional Data Analyst – Instructional Support (Eff. 7/1/12)
  Karen Plante-Lanthier - Accountant (pending Civil Service approval – Eff. 5/1/12)
  Chelsea Smith – Account Clerk (Eff. 4/16/12)
- Part-time and Occasional Employees were approved as follows:
  <u>Extra Program Employment 2011-12 School Year</u>
  Barbara Hart, English Teacher (Up to 20 hours for the period 4/4/12 through 6/30/12)
  April Stemmer, Math Teacher (Up to 20 hours for the period of 4/4/12 through 6/30/12)
  <u>Substitute – Instructional Employees (Effective upon receipt of fingerprint clearance)</u>
  Karen Cooper
  Jodie Mott
  Darling Richardson
  <u>Long-Term Substitute Music Teacher:</u>
  Erin O'Brien-Mazza
  <u>Account Clerk - $12.56 Per Hour (4/2/12 – 4/13/12)</u>
  Chelsea Smith

- A leave of absence was approved for Karen Plante-Lanthier, Account Clerk (5/1/12 – 6/30/13).
- Employment Agreements were approved for Karen Plante-Lanthier, Accountant and Jamie Manor, Business Manager.
- Authorization was given for the District Superintendent to fill all vacancies for the 2011-12 school year:
  Cleaner
  Music Teacher
  Occupational Therapist Assistant
  Teacher Aide 50%
  School Library System Director
  Natural Resource Conservation Teacher/PASS
  SESIS Coordinator
  Teacher of the Blind and Partially Sighted

**RECOMMENDED ACTION**:

- The Organization Structure was approved as presented, effective April 2, 2012.
- The Board approved the 2012-13 BOCES Budget in the amount of $20,609,181.
- The Career and Technical (CTE) Instructional Equipment 5-Year Plan was revised for 2012-13 through 2016-17.
- The Annual Professional Performance Review Plan revisions were approved.
- The revised Technology Plan for July 1, 2012-June 30, 2015 was approved.
- The Board accepted a donation of lumber from John Dalphin to be used in conjunction with the NFEC Multi-Occupations Heavy Lab educational programs and projects.
- Additional worksites were approved as follows:
  Ampersand Group Inc., Tupper Lake, NY
  Harrietstown Town Garage, Saranac Lake, NY
  Holiday Inn Express, Malone, NY
  Moody Farms, Saranac Lake, NY
  Paul J. Mitchell Logging, Inc., Tupper Lake, NY
- Authorizations was given to the President and/or Dist. Supt. to sign the following agreements:
  - Agreement with St. Lawrence-Lewis BOCES in connection with Literacy Zone Grant
  - Agreement with the Career Development Center in connection with the Workforce Investment Grant
- The Quarterly Report on the Internal Audit Function was accepted.
- The revised Code of Conduct was approved.
- Jamie Manor was approved as Records Access Officer to replace Susan Perkins, effective 4/20/12.
- Approval was given for disposition of BOCES personal property.
- Increased travel expenses in connection with previously approved student travel for the Cosmetology (AEC) to attend International Beauty Show in NYC from April 23-25, 2012 were approved.

**ADDITIONAL MATTERS:**

- The Board received the results of the Annual Election of Members of the BOCES and Vote on Administrative Budget conducted on April 17, 2012. The Administrative Budget was approved by the component districts and the following board candidates were elected: Dennis Egan, William McConvey and Gail Rogers Rice.
- Mr. Shafer informed the Board of the AEC National Technical Honor Society Induction Ceremony scheduled to be held on April 26, 2012, 7:00 PM at the Adirondack Educational Center.
- A Progress Report on the Annual Professional Performance Review Plan was provided by Superintendent Shafer.

- Reminders were provided for the following upcoming meetings:
    1. Academic Excellence Awards Banquet – June 10, 2012, Crowne Plaza, Lake Placid
    2. QLA:
        - CTE – Monday, June 11, 2012, 9:00 AM, NCCC Gymnasium
        - New Vision – Monday, June 11, 2012, 11:00 AM, Adirondack Medical Center (Redfield Room)
    3. NFCA:
        - CTE – Tuesday, June 12, 2012, 9:15 AM, Franklin Academy
        - New Vision (Law & Government) – Thursday, June 14, 2012, 9:00 AM, Centenary United Methodist Church
        - New Vision (Health) – Wednesday, June 20, 2012, 10:00 AM, Alice Hyde Medical Center

**ADJOURNMENT:** 8:57 PM

Carol J. Lavoie, District Clerk/Board of Education
April 20, 2012