

**Schuyler-Steuben-Chemung-Tioga-Allegany (SSCTA)**  
**Board of Cooperative Educational Services**  
 9579 Vocational Road, Painted Post, New York 14870

**DRAFT**

**REGULAR BOARD MEETING**

Coopers Education Center, Bldg. 8  
 Large Conference Room

**TUESDAY, DECEMBER 3, 2024**

6:15 p.m.

**PRESENT:** Donald Keddell, Kathleen Hagenbuch, Colleen Talada, Robert Wheeler

**EXCUSED:** Alice Learn, Neil Bulkley, Pamela Strollo

**ALSO PRESENT:** District Superintendent Stacy Saglibene  
 Cabinet Members: Jeff Berdine, Colleen Hurd, LeeAnne Jordan, Tracy Loukopoulous, Danielle Major, Patrick Mangino, Vince Moschetti, Rob Sherburne, Sarah Vakkas, Brad Yackel  
 Board Clerk Kate Taylor; Guests: Kim Driskell, Myron Rumsey, Heather Saltsman, Heidi Van Woert

**1. CALL TO ORDER**

Board President Keddell called the regular meeting to order at 6:17 p.m. and led the Pledge of Allegiance.

**2. ACCEPTANCE OF THE AGENDA**

**25-045**

Upon the motion of Talada, seconded by Wheeler, it was resolved to accept the agenda with addenda.

**CARRIED UNANIMOUSLY**

**3. PRIVILEGE OF THE FLOOR**

**A. Drone Soccer Presentation**

Heidi Van Woert, Supervisor of Innovative Solutions, and Myron Rumsey, Supervisor of Computer Services, presented information on the Drone Soccer program (attached).

**4. CONSENSUS ITEMS**

**25-046**

Upon the motion of Hagenbuch, seconded by Talada, it was resolved to approve the following consensus items:

**A. Approval of Minutes**

1. Regular Meeting – November 12, 2024

## **B. Treasurer's Reports**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – October 2024

## **C. Internal Claims Auditor Report**

1. October 2024

CARRIED UNANIMOUSLY

## **5. FINANCE**

**25-047**

Upon the recommendation of the Superintendent, and on the motion of Wheeler, seconded by Hagenbuch, it was resolved that the following finance actions are hereby taken.

### **A. General Fund Establishments and Adjustments**

#### **1. Budget Establishments for 2024-2025:**

Item #	CoSer #	Title	Establishment
90-25	251.493	STAFFING 1:6:1 W/GV BOCES	\$ 79,460
91-25	346.493	ITIN CONSULTANT TEACHER W/GV BOCES	\$ 3,720

These establishments will be supported as follows:

90-25	251.493	Campbell-Savona: \$79,460,
91-25	346.493	Campbell-Savona: \$3,720,

#### **2. Budget Increases for 2024-2025:**

Item #	CoSer #	Title	Increase	From	To
92-25	403.001	ALT ED - AD BASED LRNG (ABL)	\$ 125	\$ 157,871	\$ 157,996
93-25	426.000	EXPL ENRICHMNT-BASE	\$ 4,853	\$ 76,284	\$ 81,137
94-25	430.000	E-LEARNING BASE-COORD	\$ 2,500	\$ 146,424	\$ 148,924
95-25	500.000	COMMUNITY SCHOOLS-BASE	\$ 23,689	\$ 72,000	\$ 95,689
96-25	508.000	LIBRARY SERVICE/MEDIA (BASE)	\$ 5,500	\$ 81,374	\$ 86,874
97-25	511.000	PRINTING	\$ 72,251	\$ 1,317,561	\$ 1,389,812
98-25	512.000	COMP SVC-CAI/LAN	\$ 2,137	\$ 103,615	\$ 105,752
99-25	513.000	LIBRARY AUTOMATION (BASE)	\$ 1,300	\$ 192,115	\$ 193,415
100-25	527.000	INSTR MAT DEVEL-ELEM SCIENCE	\$ 1,873	\$ 402,664	\$ 404,537
101-25	537.000	SCH CURR-BASE	\$ 22,661	\$ 282,805	\$ 305,466
102-25	550.591	COMPUTER SVC, INSTR W/ ERIE 1 BOCES	\$ 66,159	\$ 2,226,044	\$ 2,292,203
103-25	605.000	CSC- BASE	\$ 49,446	\$ 195,482	\$ 244,928
104-25	629.591	COMPUTER SERVICE:MGMT W/ ERIE 1 BOC	\$ 37,365	\$ 3,072,721	\$ 3,110,086

These increases will be supported as follows:

90-25	251.493	Campbell-Savona: \$79,460
91-25	346.493	Campbell-Savona: \$3,720
92-25	403.001	Bath: \$125
93-25	426.000	Campbell-Savona: \$1,163, Canaseraga: \$3,690
94-25	430.000	Elmira Heights: \$2,500
95-25	500.000	Bath: \$23,689

96-25	508.000	Elmira Heights: \$5,500
97-25	511.000	Addison: \$2,886, Alfred-Almond: \$160, Arkport: \$920, Avoca: \$508, Bath: \$4,758, Campbell-Savona: \$2,452, Canaseraga: \$189, Canisteo-Greenwood: \$105, Elmira: \$26,311, Elmira Heights: \$2,140, Hammondsport: \$1,324, Hornell: \$1,137, Horseheads: \$8,812, Jasper-Troupsburg: \$9, Odessa-Montour: \$4,324, Prattsburgh: \$358 Spencer-Van Etten: \$4,469 Watkins Glen: \$2,807, Waverly: \$5,795, Dundee: \$23, Chemung County: \$712, City of Hornell: \$312, CCC: \$363, Steuben County: \$103, Town of Big Flats: \$263, Village of Horseheads: \$1,011
98-25	512.000	Hammondsport: \$500, Odessa-Montour: \$1,637
99-25	513.000	Elmira Heights: \$700, Watkins Glen: \$600
100-25	527.000	Arkport: \$350, Eastern Suffolk BOCES (East Moriches UFSD: \$566), Rockland BOCES: \$957
101-25	537.000	Arkport: \$22,661
102-25	550.591	Alfred-Almond: \$2,441, Arkport: \$7,034 Avoca: \$47,856, Bath: (\$2,500), Bradford: \$12,550, Canaseraga: (\$642), Hammondsport: (\$1,864)
103-25	605.000	Horseheads: \$30,520, Waverly: \$8,599, Misc. Revenue: (\$10,327)
104-25	629.591	Addison: \$10,617, Alfred-Almond: (\$6,101), Arkport: \$2,101 Avoca: \$11,211, Bath: \$7,934, Bradford: \$516, Canaseraga: \$7,616, Hammondsport: \$1,672, Jasper-Troupsburg: \$1,800

### 3. Budget Decreases for 2024-2025:

Item #	CoSer #	Title	Decrease	From	To
105-25	328.693	INTERNAL AUDITOR W/TST BOCES	\$ 2,728	\$ 85,587	\$ 82,859
106-25	659.591	PLANNING SERVICES W/ERIE 1 BOCES	\$ 23,128	\$ 182,305	\$ 159,177

These decreases will be supported as follow:

105-25	328.693	Jasper-Troupsburg: (\$2,728)
106-25	659.591	Horseheads: (\$23,128)

### 4. Transfers within programs for 2024-2025:

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
605	COMPUTER SERVICES MGMT.	A605-7710-204-D-00 Small Equip	\$ 233,189	
		A605-7710-205-D-00 Software	\$ 133,377	
		A605-7710-210-D-00 Lg Equip >\$5000	\$ 23,670	
		A605-7710-411-D-00 Telephone	\$ 57,652	
		A605-7710-200-D-00 Equip \$500-\$4999		\$ 256,859
		A605-7710-400-D-00 Contractual		\$ 133,377
		A605-7710-400-D-00 Contractual		\$ 57,652
		A605-7710-205-D-01 Software	\$ 37,652	
		A605-7710-400-D-01 Contractual		\$ 37,652
		A605-7710-205-D-03 Software	\$ 15,076	
		A605-7710-400-D-03 Contractual		\$ 15,076
		A605-7710-210-D-08 Lg Equip >\$5000	\$ 56,026	
		A605-7710-200-D-08 Equip \$500-\$4999		\$ 56,026
		A605-7710-400-D-12 Contractual	\$ 13,397	
		A605-7710-205-D-12 Software		\$ 13,397
		A605-7710-411-D-53 Telephone	\$ 21,643	
		A605-7710-400-D-53 Contractual		\$ 21,643
			<hr/>	<hr/>
			\$ 591,682	\$ 591,682
001	CENTRAL ADMINISTRATION	A001-1490-816-0-00 Health Ins	\$ 175,000	

A001-1900-700-0-00 Int. on Rev.  
Notes

\$ 175,000

\$ 175,000 \$ 175,000

702 SPECIAL ED  
ADMINISTRATION

A702-4010-400-0-00 Contractual  
A702-4010-422-0-00 Liability Ins

\$ 23,626

\$ 23,626  
\$ 23,626 \$ 23,626

## **B. Purchasing**

1. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software and licensing packages for the 2024-2025 fiscal year, Kialo GmbH, 3P Learning, and Carnegie Learning, etc.
2. Approval of the Electric Base Agreement, as attached, with Energy Cooperative of America for one-year, effective January 2025 through January 2026.

## **C. Approval of Leases**

1. Approval of lease agreement, as attached, effective September 1, 2024, through June 30, 2025, with Elmira College, Cowles Hall, W. Washington Avenue, Elmira, NY 14901. This space is being utilized by the New Visions Health Careers Exploration Program.
2. Approval of lease agreement, as attached, effective August 1, 2024, through July 31, 2027, for additional space at Corning Community College Health Education Center, 132 Denison Parkway East, Corning, NY 14830.

## **D. Corrective Action Plans**

1. Acceptance of the Corrective Action Plan for the 2023-2024 External Audit of the Extra-Classroom Activity Funds, as attached.
2. Acceptance of the Corrective Action Plan for the 2023-2024 External Audit of General Fund, as attached.

CARRIED UNANIMOUSLY

## **6. PERSONNEL**

**25-048**

Upon the recommendation of the Superintendent, and on the motion of Hagenbuch, seconded by Talada, it was resolved that the following personnel actions are hereby taken. Danielle Major explained the need to modify the agenda to include the Abolishment of Position and then the Layoff. This new program at Cooper Campus, Professional Business & Financial Technologies, currently has no students enrolled.

### **A. RETIREMENT**

<u>Name</u>	<u>Position</u>	<u>Eff. Date</u>	<u>Date of Hire</u>
1. Cynthia Husband-Cohen	Teacher	06/30/25	09/01/05

**B. RESIGNATIONS**

Name	Position	Eff. Date	Date of Hire
1. James Maycumber	Courier	11/12/24	08/03/20
2. Emily Wilcox	Teaching Assistant	11/19/24	03/11/24
3. Zhallimar Harris	Teaching Assistant	11/29/24	01/30/23
4. Ashley Congdon	Computer Apps Specialist	11/24/24	06/21/21

*To accept internal GST BOCES position of: Sr Account Clerk, effective 11/25/24*

**C. ABOLISHMENT OF POSITION**

Position	Tenure	FTE	Eff. Date
1. Teacher	Business & Marketing Titles	1.0	TBD

**C.1 LAYOFF, due to a decrease in districts' requests for services**

Name	Title	FTE	Eff. Date
1. Emilie Carney	Teacher	1.0	12/6/24

*To be placed on the Education Law Preferred Eligible List in the tenure area of Business & Marketing titles*

**D. RESCIND APPOINTMENT from 11/12/2024 Board meeting**

Name	Position	Eff Date
1. Jillian Zamora	School Social Worker	10/07/24
<del>Certification Area: Not certified, School Social Worker, required</del>		
2. Samantha Keller	Teacher Aide	11/04/24 01/09/26

**E. AMENDED APPOINTMENTS**

Name	Position	Corrective Action
1. Tiffany Davis From 11/12/24 Board Meeting	Teaching Assistant	<b>Change in FTE:</b> .93 FTE to 1.0 FTE
2. Jessica Molter From 11/12/24 Board Meeting	Sr. Computer Services Program Aide	<b>Position Title:</b> Listed as Sr. Account Clerk
3. Kelsey Amidon From 11/12/24 Board Meeting	Program Assistant	<b>Permanent Date:</b> 11/01/24
4. Anthony Chiusano From 11/12/24 Board Meeting	Network Technology Specialist	<b>Probationary Eff. Date:</b> 10/07/24

**F. INCREASE IN ASSIGNMENT**

Name	Position	Increase	Eff. Date
1. Kathleen Carpenter	Teaching Assistant	.86 FTE to .93 FTE	09/01/24
2. Jodi Belloma	Teaching Assistant	.86 FTE to .93 FTE	11/01/24

**G. APPOINTMENTS**

Name	Position	Probationary Period	Status
1. Elizabeth Raab Tenure Area:	Teaching Assistant	11/11/24 – 11/10/28	Level 1 TA
2. Julie Carpenter Tenure Area:	Teaching Assistant	11/18/24 – 11/17/28	Level 3 TA
3. Cassandra Simpson Tenure Area:	Teaching Assistant	12/02/24 – 12/01/28	Level 3 TA

**H. CIVIL SERVICE PERMANENT APPOINTMENT, due to passing Civil Service Exam and time spent in a provisional appointment credited to the employee's probationary term in accordance with Civil Service Law 63(1), no change in salary**

Name	Position	Exam No	Permanent Date
1. Brooke Rose	Program Assistant	85608	11/05/24

**I. COMPETITIVE CIVIL SERVICE PROBATIONARY APPOINTMENT**

<b>Name</b>	<b>Position</b>	<b>Exam No</b>	<b>Probationary Period</b>
1. Whitney Aini	Occ Therapist	Con't Rec	11/05/24 – 01/21/25
2. Kelly Clark	Comp Apps Spec	23624020	11/05/24 – 04/21/25
3. Ben Marczyk	Comp Apps Spec	23624020	11/05/24 – 03/04/25
4. Noah Gardner	Net Tech Spec	Con't Rec	11/05/24 – 06/21/25
5. Jacoby Coffin	Net Tech Spec	Con't Rec	11/05/24 – 03/18/25

**J. NON-COMPETITIVE CIVIL SERVICE PROBATIONARY APPOINTMENT**

<b>Name</b>	<b>Position</b>	<b>Probationary Period</b>
1. Heather Ehmann	Food Service Helper	11/18/24 – 01/23/26
2. Tanzania Page	Teacher Aide	11/12/24 – 01/17/26
3. Jordan Edger	Teacher Aide	11/18/24 – 01/23/26

**K. COMPETITIVE CIVIL SERVICE PROVISIONAL APPOINTMENT**, pending successful Civil Service Exam results.

<b>Name</b>	<b>Position</b>	<b>Eff. Date</b>
1. William Woodard	Health & Safety Compliance Specialist	11/25/24
2. Ashley Congdon	Sr Account Clerk	11/25/24
3. Tina Austin	Sr Account Clerk	11/25/24

**L. STIPENDS**

<b>Name</b>	<b>Stipend</b>	<b>Eff. Date</b>	<b>Amount</b>
1. Kelly Bracken	Family, Career, Community Leaders of America	09/03/24 – 06/27/25	\$1,409.00
2. Whitney Gessel	Future Farmers of America	09/03/24 – 06/27/25	\$1,409.00
3. Janice Swett	Skills USA Advisor	09/03/24 – 06/27/25	\$1,409.00
4. Curtis Chandler	Yearbook Advisor	09/03/24 – 06/27/25	\$ 939.00

\*To the extent required by the applicable provisions of Education Law section 3014, in order to be granted tenure, the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law section 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years, and if the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period, he or she shall not be eligible for tenure at that time

**M. Approval of the Attached Report Regarding Temporary and Substitute Personnel**

**N. Approval of Additional Occasional Drivers for 2024-2025**

1. Jonathan Van Ness
2. Allison Wojnar

**CARRIED UNANIMOUSLY**

**7. BOARD POLICY**

**25-049**

Upon the recommendation of the Superintendent, and on the motion of Talada, seconded by Hagenbuch, it was resolved that the following policy is hereby revised:

**A. Second Reading & Approval – Revised Policy #9110: Salary for Non-Unit Employees**

Sarah Vakkas stated that additional language needs to be added to this policy to include the following: Under *Computation of Salary*, “Salary for twelve (12)-month employees will be based on **260-262 days, depending on calendar year.**”

**CARRIED UNANIMOUSLY**

The additional policies listed for first reading are still being developed and will be reviewed with the Policy Committee prior to being presented to the Board.

Danielle Major stated that the Board Policy Manual will be updated with Erie 1 BOCES specific to our culture and climate as a BOCES. We hope to present this in March with additions and revisions.

## **8. BOARD PRESIDENT'S REPORT**

### **A. Preferred Educational Future**

Board President Keddell reiterated how beneficial the Cabinet Reports are.

LeeAnne Jordan presented information on the SHAPE (School Health Assessment and Performance Evaluation) program. OMH staff is training BOCES staff on this mental health program to turnkey information back to the districts. Addison, Bath, Canisteo-Greenwood, and Campbell-Savona are involved. An assessment is completed, information is reviewed and goals are developed in one or more of seven areas. BOCES works with OMH and University of Rochester.

## **9. SUPERINTENDENT'S REPORT**

District Superintendent Saglibene reported the following:

- Stacy distributed a memo from Commissioner Rosa regarding Regionalization updates. The state is taking a step back on these efforts due to comments received during the comment period. Regionalization plans will not be mandated and districts may elect not to participate in the planning process. The strengths and needs assessment tool is not mandatory to complete. Stacy is unsure if BOCES will continue in next steps. She will learn more at the next District Superintendent meeting for December.

## **10. RECOMMENDATION TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT HISTORY OF PARTICULAR PERSONS**

**25-050**

Upon the motion of Talada, seconded by Wheeler, it was resolved to move into Executive Session at 7:17 p.m. to discuss five (5) employment histories of particular persons.

**CARRIED UNANIMOUSLY**

## **11. ADJOURNMENT**

**25-051**

Upon the motion of Hagenbuch, seconded by Talada, it was resolved to end Executive Session and adjourn the meeting at 7:22 p.m.

**UNANIMOUSLY**

Respectfully Submitted,

ket  
December 6, 2024

Kathleen E. Taylor  
Board Clerk

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## Internal Claims Auditor Report

Nov-24

# of Checks Processed- 716

# of Invoices Processed- 2220

Discovered Condition	PO#	Internal Claims Auditor Requested Corrective Action	Corrective Action Taken
Appropriate approval signature for authorizing payment lacking.			
Appropriate expense codes not used ie 200 Equipment, 300 Supplies.			
Invoice/Account # on warrant/check doesn't match	25-00829	Incorrect invoice	Corrected in Wincap
	25-00592	Incorrect invoice	Corrected in Wincap
	25-02428	Incorrect invoice	Corrected in Wincap
	25-03829	Incorrect invoice	Corrected in Wincap
	25-02297	Incorrect invoice	Corrected in Wincap
	25-03491	Incorrect invoice	Corrected in Wincap
	25-00597	Incorrect invoice	Corrected in Wincap
	25-01843	Incorrect account number	Corrected in Wincap
	25-03095	Incorrect invoice	Corrected in Wincap
	25-03439	Incorrect invoice	Corrected in Wincap
Itemized claims/invoice amounts do do not total to check amount.	25-01163	Wrong dollar amount	Corrected in Wincap
	25-03907	Wrong dollar amount	Corrected in Wincap
	25-00036	Wrong dollar amount	Corrected in Wincap
	25-02362	Wrong dollar amount	Corrected in Wincap
Payment request is lacking sufficient documentation proving receipt of items/services.	25-01817	No documentation attached	Corrected in Wincap
	25-01814	Incorrect invoice attached	Corrected in Wincap
Remit name/address is incorrect.	25-03725	Incorrect address	Corrected in Wincap
	24-06750	Incorrect address	Corrected in Wincap
	25-03414	Incorrect address	Corrected in Wincap
OTHER: Specify	25-03380	Wrong PO	Corrected in Wincap

Internal Claims Auditor Signature:

*Christina Beuter*

\* Envelope made out with correct address

Date:

12-17-24



**INTERNAL CLAIMS AUDITOR REPORT ON**  
**ITEMS REPORTED TO MANAGEMENT AND RESOLVED**

**Nov. 24**

<u>QUESTION</u>	<u>RESOLUTION</u>
None	None

Christina Beuter  
Internal Claims Auditor  
12-17-24  
Date