

**Schuyler-Steuben-Chemung-Tioga-Allegany
Board of Cooperative Educational Services**
9579 Vocational Drive, Painted Post, New York 14870-9518
Phone (607) 962-3175, 739-3581 or 324-7880 Fax (607) 654-2302

DRAFT

**Regular Board Meeting
Coopers Education Center, Bldg. 8**

**August 28, 2012
5:30 p.m.**

TENTATIVE AGENDA

1. Call to Order and Pledge of Allegiance

2. Privilege of the Floor

3. Acceptance of the Agenda

4. Consensus Items

A. Approval of Minutes

1. Reorganizational & Regular Board Meetings – July 10, 2012

B. Treasurer's Reports – June 2012

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES
2. Student Activities – Bush Education Center – Revised 1/01/45-3/31/12
3. Student Activities – Bush Education Center – 4/01/12-6/30/12
4. Student Activities – Coopers Education Center - 4/01/12-6/30/12
5. Student Activities – Wildwood Education Center - 4/01/12-6/30/12

C. Internal Claims Auditor's Reports – June 2012 as attached

5. Finance

A-F. Approval of the attached report regarding finance recommendations.

6. Personnel

A-K. Approval of the attached report regarding personnel recommendations.

L. Report of Temporary and Substitute Personnel.

M. Approval of 2012-2013 GST BOCES Additional Compensations, effective July 1, 2012 through June 30, 2013 as attached.

7. Programs

A. Approval of textbook purchases for Special Education programs as attached.

B. Approval of textbook purchase for Career & Technical Education, New Vision Education program as attached.

8. Board President's Report

A. None.

9. Superintendent's Report

A. SED update.

B. Meetings with Superintendents.

10. Adjournment**Next Meeting**

Meeting	Date/Time	Location
None	September 2012	
Regular	10/02/12, 5:30 p.m.	Bush Education Ctr., Bldg. 1

HGG:dlh

8/22/12

**Schuyler-Steuben-Chemung-Tioga-Allegany
Board of Cooperative Educational Services**
9579 Vocational Drive, Painted Post, New York 14870-9518
Phone (607) 962-3175, 739-3581 or 324-7880 Fax (607) 654-2302

4-A-1

DRAFT

Reorganizational Board Meeting
Coopers Education Center, Building #8

July 10, 2012
5:30 p.m.

PRESENT: Apgar, Dickson, Everett, Gorman, Keddell, Learn, McConnell, Moss and Scott.

ABSENT: Bulkley and Peoples.

ALSO PRESENT: District Superintendent Graefe; Cabinet: Bentley, Johnson, Munson, Pierce, Spencer and Weinman; and Board Clerk: Hughson.

* * * * *

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

District Superintendent Graefe called the meeting to order and led the pledge of allegiance at 5:29 p.m.

2. ACCEPTANCE OF THE AGENDA

13-001

Upon the motion of Keddell, seconded by Apgar, it is resolved to accept the agenda.

CARRIED UNANIMOUSLY

3. APPOINTMENT OF CLERK FOR MEETING

13-002

Upon the motion of McConnell, seconded by Everett, it is resolved to appoint Doretta Hughson as the Clerk of the meeting.

CARRIED UNANIMOUSLY

**4. OATH OF OFFICE TO NEWLY ELECTED BOARD OF EDUCATION MEMBERS OF THE
GST BOCES**

Clerk Hughson administered the oath of office to elected Board Members: Robert Everett, Alice Learn and Gary Scott. Clerk Hughson will have Neil Bulkley and William Peoples, Jr. come into the office to administer their oath of offices as a Board Member.

5. OATH OF OFFICE TO DISTRICT SUPERINTENDENT

Clerk Hughson administered the oath of office to District Superintendent Horst G. Graefe.

6. ELECTION OF BOARD PRESIDENT

13-003

Upon the motion of Dickson, seconded by Gorman, it is resolved to nominate J. Harold McConnell as Board President.

CARRIED UNANIMOUSLY

13-004

Upon the motion of Scott, seconded by Apgar, it is resolved to close the nominations for Board President.

CARRIED UNANIMOUSLY

13-005

The Board unanimously elected J. Harold McConnell to the position of President of the GST BOCES Board of Education for 2012-2013.

A. Oath of Office to Newly Elected Board President

Clerk Hughson administered the oath of office to elected Board President J. Harold McConnell.

7. ELECTION OF BOARD VICE-PRESIDENT

13-006

Upon the motion of Moss, seconded by Apgar, it is resolved to nominate Robert Everett as Board Vice-President.

CARRIED UNANIMOUSLY

13-007

Upon the motion of Scott, seconded by Gorman, it is resolved to close the nominations for Board Vice-President.

CARRIED UNANIMOUSLY

13-008

The Board unanimously elected Robert Everett to the position of Vice-President of the GST BOCES Board of Education for fiscal year 2012-2013.

A. Oath of Office to Newly-Elected Board Vice-President

Clerk Hughson administered the oath of office to elected Board Vice President Robert Everett.

8. APPOINTMENTS

13-009

Upon the motion of Dickson, seconded by Apgar, it is resolved to approve the following appointments:

A. Clerk of the Board and Deputy Clerk of the Board

It is hereby resolved that Doretta Hughson is appointed to the position of Clerk of the Board and Tina Hazzard is appointed to the position of Deputy Clerk of the Board for fiscal year 2012-2013.

B. Treasurer and Deputy Treasurer

It is hereby resolved that Wendy Swearingen is appointed to the position of Treasurer and Kimberly Mehlenbacher is appointed to the position of Deputy Treasurer for fiscal year 2012-2013.

C. Internal Claims Auditor and Deputy Internal Claims Auditors

It is hereby resolved that Debra Moyer-Haight is appointed to the position of Internal Claims Auditor and Brenda Bobby, Dianne Impson, and Christina Beuter are appointed to the position of Deputy Internal Claims Auditors for fiscal year 2012-2013.

D. School Physicians

It is hereby resolved that Guthrie Clinic Occupational Medicine Physicians, Dr. Theodore Them of Guthrie Clinic Occupational Medicine (Sayre Office), Dr. Robert Reed, Dr. Ping Gao of Guthrie Clinic Occupational Medicine (Corning Office) and Dr. Maria Mainolfi (Big Flats Office) are appointed to the position of School Physician for employee related needs for fiscal year 2012-2013; and Southern Tier Pediatrics and Dr. Laura Leonard are appointed to the position of School Physician as independent service providers for student related needs for fiscal year 2012-2013.

E. School Attorney

It is hereby resolved that Sayles & Evans with Mr. James Young as the primary contact and an independent service provider is appointed to the position of School Attorney for fiscal year 2012-2013.

F. Special Counsel

It is hereby resolved that Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP as an independent service provider, Frank Miller, Esq. as an independent service provider and Bond, Schoeneck & King, PLLC as an independent service provider are appointed to the position of Special Counsels for fiscal year 2012-2013.

G. Student Accounts and Activities/Central Treasurers and Assistant Central Treasurers and Auditors

It is hereby resolved that the following staff members are appointed to the position of Central Treasurers, Assistant Central Treasurers and Auditors for fiscal year 2012-2013.

Bush Education Center:	Central Treasurer:	Shirley Weatherly
	Assistant Central Treasurer:	Wendy Swearingen
	Auditor:	Kathy Salvagin
Coopers Education Center:	Central Treasurer:	John Wagner
	Assistant Central Treasurer:	Jean Childs
	Auditor:	Kathy Salvagin
Wildwood Education Center:	Central Treasurer:	Michelle Chamberlin
	Assistant Central Treasurer:	Sharyl Hammond
	Auditor:	Kathy Salvagin

H. Independent Auditor

It is hereby resolved that Ciaschi, Dietershagen, Little, Mickelson & Company, LLP as an independent service provider is appointed as Independent Auditor for fiscal year 2012-2013.

I. Records Retention and Disposition Officer

It is hereby resolved that Colin Pierce is appointed to the position of Records Retention and Disposition Officer for fiscal year 2012-2013.

J. Records Access Officer

It is hereby resolved that C. Douglas Johnson is appointed to the position of Records Access Officer for fiscal year 2012-2013.

K. Purchasing Agent and Deputy Purchasing Agent

It is hereby resolved that Delia Kern is appointed to the position of Purchasing Agent and Margaret Munson is appointed to the position of Deputy Purchasing Agent for fiscal year 2012-2013.

L. Title IX Coordinator

It is hereby resolved that C. Douglas Johnson is appointed to the position of Title IX Coordinator for fiscal year 2012-2013.

M. Section 504 Coordinator

It is hereby resolved that C. Douglas Johnson is appointed to the position of Section 504 Coordinator for fiscal year 2012-2013.

N. Dignity for All Students Act Coordinator

It is hereby resolved that C. Douglas Johnson is appointed to the position of Dignity for All Students Act Coordinator for fiscal year 2012-2013.

O. Chief Information Officer

It is hereby resolved that Jackie Spencer is appointed to the position of Chief Information Officer for fiscal year 2012-2013.

P. Asbestos Hazard Energy Response Act (AHERA) Officer

It is hereby resolved that Brian Bentley is appointed to the position of Asbestos Hazard Energy Response Act (AHERA) Officer for fiscal year 2012-2013.

Q. It is hereby resolved that the Board Members noted below be appointed to the designated committees:

1. Harold McConnell, Jay Dickson, Michael Gorman and Gary Scott be appointed to the GST BOCES Audit and Finance Subcommittee for fiscal year 2012-2013.
2. Robert Everett, Jay Dickson and William Peoples, Jr. be appointed to the GST BOCES Facilities Inspection Subcommittee for fiscal year 2012-2013.

3. Harold McConnell, Robert Everett, Gloria Moss and Donald Keddell be appointed to the GST BOCES Policy Development Subcommittee for fiscal year 2012-2013.

CARRIED UNANIMOUSLY

13-010

Upon the motion of Apgar, seconded by Dickson, it is resolved to approve the following Designations and Authorizations:

9. DESIGNATIONS

A. Official Depository

It is hereby resolved that M&T Bank, J. P. Morgan Chase Bank and Chemung Canal Trust Company are designated for checking and savings. It is also hereby resolved that Steuben Trust is designated for checking. It is also hereby resolved that First Niagara and others as needed are designated for savings, for fiscal year 2012-2013 as shown on the attached detailed list.

B. Board of Education Meetings

It is hereby resolved that the date and time for holding BOCES Board of Education meetings are as follows:

MEETING	DAY	DATE	TIME
Reorganizational	Tuesday	July 10, 2012	5:30 p.m.
Regular	Tuesday	July 10, 2012 Immediately following Reorganizational	
Regular ⊗ ⊠	Tuesday	August 28, 2012–Coopers Campus Tour	5:30 p.m.
Regular	Tuesday	September - NONE	
Regular	Tuesday	October 2, 2012–Bush Campus Tour	5:30 p.m.
Regular	Tuesday	November 6, 2012–Wildwood Campus Tour	5:30 p.m.
Regular	Tuesday	December 4, 2012	5:30 p.m.
Regular	Tuesday	January 8, 2013	5:30 p.m.
Regular	Tuesday	February 5, 2013	5:30 p.m.
Regular	Tuesday	March 5, 2013	5:30 p.m.
Regular	Tuesday	April 9, 2013	5:30 p.m.
Annual Budget	Tuesday	April 9, 2013	6:00 p.m.
Regular	Tuesday	May 7, 2013	5:30 p.m.
Regular	Tuesday	June 4, 2013	5:30 p.m.
⊗ = Exception to 1 st Tuesday of the month			
⊠ Last Tuesday of month to bring all personnel items for action prior to the start of school.			
Meetings to be held on first Tuesday of the month except as noted above, and will be held at Coopers Education Center, Building #8, with the following exceptions: October 2, 2012 meeting will be held at the Bush Education Center, November 6, 2012 meeting will be held at the Wildwood Education Center and April 9, 2013 Annual Budget & Regular meetings will be at Coopers Education Center, Bldg. #7.			
If a second meeting is required in any month, the 4 th Tuesday shall be utilized for that purpose.			
August 28, 2012	Board Retreat	3:00 – 5:00 p.m.	

C. Official Newspaper

It is hereby resolved that the Star-Gazette of Elmira, New York and The Evening Tribune of Hornell, New York are designated as the official newspapers for fiscal year 2012-2013.

10. AUTHORIZATIONS

A. Person authorized to certify payroll

It is hereby resolved that the Director of Human Resources and Employee Relations, C. Douglas Johnson, is authorized to certify payroll and that the District Superintendent, Dr. Horst Graefe, is authorized to certify payroll in the absence of C. Douglas Johnson for fiscal year 2012-2013.

B. Persons authorized to approve staff and Board Member conference attendance and expenses

It is hereby resolved that the District Superintendent, Dr. Horst Graefe or his designee, is appointed to approve all conference attendance and expenses for fiscal year 2012-2013.

C. Establishment of Petty Cash Funds

It is hereby resolved that the establishment of Petty Cash Funds in the amounts designated and custodians thereof on the attached list be established and that the Treasurer and/or Deputy Treasurer are responsible for maintaining funds for fiscal year 2012-2013.

D. Signatures on Checks

It is hereby resolved that authorization to sign checks for 2012-2013 fiscal year is given to the following listed personnel:

All Checks: Wendy Swearingen
Kim Mehlenbacher

Student Activity Accounts:

Bush Education Center:	Shirley Weatherly Wendy Swearingen
Coopers Education Center:	John Wagner Jean Childs
Wildwood Education Center:	Michelle Chamberlin Sharyl Hammond

E. Budget Transfers

It is hereby resolved that authorization is granted to District Superintendent, Dr. Horst Graefe, or his designee to approve Budget Transfers up to \$10,000 for 2012-2013 fiscal year.

F. Apply for Grants

It is hereby resolved that District Superintendent, Dr. Horst Graefe, or his designee is authorized to approve applications for grants for 2012-2013 fiscal year.

G. Employment of Temporary, Substitute, Full-time and Part-time Employees

It is hereby resolved that authorization is granted to District Superintendent, Dr. Horst Graefe, to employ temporary, substitute, full-time and part-time employees on an interim basis for 2012-2013 fiscal year until such time as the Board of Education is able to act upon a formal recommendation for appointment.

H. Internal Controls Procedure

It is hereby resolved that the attached Internal Controls Procedure is accepted for fiscal year 2012-2013.

I. Legal Indemnification

It is resolved that the Board does and hereby approves legal indemnification of Board Members, Officers, the District Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, District Superintendent, School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2012-2013.

J. Liability Insurance

It is hereby resolved that the Board does and hereby approves the liability insurance carrier to be Utica National Insurance Company for fiscal year 2012-2013.

K. Employee Dishonesty

It is hereby resolved that bonding for fiscal year 2012-2013 of all personnel in the amount of \$5,000,000 per loss will be carried with Utica National Insurance Company.

L. Student Field Trips and Itineraries

It is hereby resolved that District Superintendent, Dr. Horst Graefe, or his designee is authorized to approve student field trips for travel in New York State not requiring charter or contract transportation for 2012-2013 fiscal year.

M. Food Service Advertise and Accept Bids for Food Items and Perishables

It is hereby resolved that the Board authorizes the Food Service Director and bid/specification committee to advertise and accept bids for food items and perishables based on the bid schedules. Furthermore, the Board awards the bid for purchase of said food items and perishables to the lowest, responsible bidding firm meeting the specifications as advertised. Be

it further understood that the Food Service Director shall inform said lowest responsible bidder of the bid award.

N. Disposal of BOCES Property

It is hereby resolved that the Assistant Superintendent for Finance & Administrative Services, Margaret Munson, or her designee, Superintendent of Buildings and Grounds, Brian Bentley, is authorized to dispose of obsolete and surplus property for fiscal year 2012-2013.

O. Extracurricular Activities Accounts

It is hereby resolved that the Board authorizes the establishment of Extracurricular Activities Accounts at the Bush Education Center, Coopers Education Center and Wildwood Education Center as shown on the attached list.

CARRIED UNANIMOUSLY

11. OTHER ITEMS:

13-011

Upon the motion of Apgar, seconded by Scott, it is resolved to approve the following items:

A. 1. Review and reaffirm the following policies as attached

- a. Code of Conduct
- b. BOCES Personal Property Accountability
- c. Investments

2. Adoption of all policies, code of ethics and code of conduct

It is hereby resolved that all policies, code of ethics, code of conduct, regulations and procedures in effect in the GST BOCES during 2011-2012 fiscal year shall be carried over into the 2012-2013 fiscal year.

B. Authorization to Establish Mileage Reimbursement

It is hereby resolved that the mileage reimbursement rate is \$.555 for 2012-2013 fiscal year.

C. Authorization to Establish Meal Reimbursement Rates

It is hereby resolved that the meal reimbursement rates for 2012-2013 are as attached.

D. Attendance Supervision Officers

It is hereby resolved that the following staff members be appointed as Attendance Supervision Officers for fiscal year 2012-2013:

Career and Technical Education:

Bush Education Center:

Coopers Education Center:

Wildwood Education Center:

Terry Gray

Jean Childs

Sharyl Hammond

Special Education:

Bush Education Center:

Campbell-Savona and Corning Host Site:

Elmira/Horseheads Site:

Elmira Heights Host Site:

Hornell Host Site:

Shelly Barcomb

Melanie Coots

Roxanne Truesdale

Carol Hillman

Denise Bates

CARRIED UNANIMOUSLY

13-012

Upon the motion of Keddell, seconded by Apgar, it is resolved to move into the Regular Board meeting.

CARRIED UNANIMOUSLY

Regular Board Meeting

Coopers Education Center, Bldg. 8

July 10, 2012

5:30 p.m.

PRESENT: Apgar, Dickson, Everett, Gorman, Keddell, Learn, McConnell, Moss and Scott.

ABSENT: Bulkley and Peoples.

ALSO PRESENT: District Superintendent Graefe; Cabinet: Bentley, Johnson, Munson, Pierce, Spencer and Weinman; and Board Clerk: Hughson.

* * * * *

2. PRIVILEGE OF THE FLOOR

District Superintendent Graefe extended congratulations to Board Member Everett on his receipt of the "Anne Z. Paulin Distinguished Service Award" from the Rural Schools Association of New York State.

3. ACCEPTANCE OF THE AGENDA AS REVISED

13-013

Upon the motion of Keddell, seconded by Apgar, it is resolved to accept the agenda with revisions to the Personnel 6-U & V.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

13-014

Upon the motion of Gorman, seconded by Dickson, it is resolved to approve the following Consensus Items:

A. Approval of Minutes

1. Regular Board Meeting – June 5, 2012

B. Treasurer's Reports – May 2012

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

C. Internal Claims Auditor's Reports – May 2012 as attached

CARRIED UNANIMOUSLY

5. FINANCE**13-015**

Upon the recommendation of the Superintendent, and on the motion of Dickson, seconded by Apgar, it is resolved that the following finance actions are hereby taken:

A. General Fund Establishments and Adjustments.**1. Budget Establishments for 2011-12:**

Item#	CoSer #	Title	In the Amount of
194-12	214.693	Staffing 1:6:1 w/ Genesee Valley BOCES	\$ 9,900
195-12	535.499	Equipment Repair w/ Catt-Allegany BOCES	\$ 900
196-12	559.693	Substance Abuse Information w/ TST BOCES	\$ 5,893
197-12	560.496	School/Curr. Imp. Planning w/ Monroe #2 BOCES	\$ 560
198-12	561.598	School/Curr. Imp. Planning w/ WSWHE BOCES	\$ 300

These establishments will be supported as follows:

194-12	214.693	Avoca-\$9,900
195-12	535.499	Prattsburgh-\$900
196-12	559.693	Addison-\$567, Avoca-\$223, Bath-\$540, Campbell-Savona-\$443, Corning-\$2,711, Hammondsport-\$320, Hornell-\$864 and Prattsburgh-\$225
197-12	560.496	Bath-\$560
198-12	561.598	Spencer-Van Etten-\$300

2. Budget Increases for 2011-12:

Item #	CoSer #	Title	Increase	From	To
199-12	213.693	Staffing 1:8:1 w/ TST BOCES	\$ 63	\$ 27,167	\$ 27,230
200-12	302.494	Itinerant Handicapped: Other w/ Mon. #1 BOCES	\$ 1,198	\$ 475	\$ 1,673
201-12	316.000	Itinerant Home and Career	\$ 1,182	\$ 101,047	\$ 102,229
202-12	326.000	Itinerant Hearing Impaired	\$ 3,124	\$ 233,432	\$ 236,556
203-12	332.000	Itinerant Social Worker	\$ 4,447	\$ 251,846	\$ 256,293
204-12	401.000	Arts In Education	\$ 11	\$ 387,036	\$ 387,047
205-12	402.001	Equivalent Attendance Education (GED)	\$ 14,640	\$ 38,028	\$ 52,668
206-12	403.003	Alternative Ed Secondary	\$ 66,454	\$ 1,302,459	\$ 1,368,913
207-12	403.004	Alternative Ed Middle School Hornell	\$ 110,025	\$ 141,939	\$ 251,964
208-12	403.005	Alternative Ed Middle School Bath	\$ 15,214	\$ 156,840	\$ 172,054
209-12	409.001/02	Special Program- St. James	\$ 2,701	\$ 137,403	\$ 140,104
210-12	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 488	\$ 10,784	\$ 11,272
211-12	419.693	Academic Programs, Special Facilities w/ TST	\$ 1,360	\$ 4,930	\$ 6,290
212-12	426.000	Exploratory Enrichment	\$ 824	\$ 110,677	\$ 111,501
213-12	511.000	Printing	\$ 50,848	\$ 662,987	\$ 713,835
214-12	517.000	Coordination, Other (Central)	\$ 126,802	\$ 44,139	\$ 170,941
215-12	522.000	Equipment Repair	\$ 493	\$ 325,303	\$ 325,796
216-12	525.000	Staff Development: Certified & Administrative	\$ 4,290	\$ 1,111,839	\$ 1,116,129
217-12	527.000	Instructional Materials (Science Center)	\$ 2,645	\$ 548,102	\$ 550,747
218-12	533.599	Odyssey of the Mind w/ Broome BOCES	\$ 465	\$ 891	\$ 1,356
219-12	536.000	Model Schools	\$ 2,436	\$ 117,665	\$ 120,101
220-12	548.596	School/Curr. Imp. Planning w/ Albany BOCES	\$ 500	\$ 3,800	\$ 4,300
221-12	550.591	Computer Service Inst. w/ Erie #1 BOCES	\$ 208,968	\$ 1,212,302	\$ 1,421,270
222-12	602.000	Employee Benefit Coordination-CST Plan	\$ 17,547	\$ 147,153	\$ 164,700
223-12	605.000	Computer Service: Management	\$ 56,526	\$ 12,042,074	\$ 12,098,600
224-12	617.000	Food Service Management: Central	\$ 1,557	\$ 1,564,124	\$ 1,565,681
225-12	623.000	Recruiting Service (Cooperative Advertising)	\$ 12,340	\$ 70,660	\$ 83,000
226-12	629.591	Computer Service Mgmt. w/ Erie #1 BOCES	\$ 15,407	\$ 2,635,415	\$ 2,650,822
227-12	638.495	Cooperative Bidding Gas/Electric w/ WFL	\$ 3,468	\$ 15,096	\$ 18,564
228-12	639.596	GASB 45-Planning w/ Capital Region BOCES	\$ 6,828	\$ 7,125	\$ 13,953
229-12	643.499	Negotiations w/ Cattaraugus-Allegany BOCES	\$ 625	\$ 330	\$ 955
230-12	659.591	Planning Service Mgmt. w/ Erie 1 BOCES	\$ 595	\$ 31,074	\$ 31,669
231-12	738.000	1:1 Aides CTE	\$ 2,054	\$ 19,275	\$ 21,329

These increases will be supported as follows:

199-12	213.693	Spencer-Van Etten-\$63
200-12	302.494	Corning-\$1,198
201-12	316.000	Based on District Participation
202-12	326.000	Based on District Participation
203-12	326.000	Based on District Participation

204-12	401.000	Arkport-\$234, Avoca-(\$750) and Horseheads-\$527
205-12	402.001	Bath-\$7,130, Bradford-(\$951), Corning-(\$6,180) and Spencer-Van Etten-\$14,641
206-12	403.003	Addison-\$11,694, Elmira-\$23,387, Hammondsport-\$7,035, Hornell-\$24,718 and Spencer-Van Etten-(\$380)
207-12	403.004	Arkport-\$5,205, Avoca-\$9,306 and Hornell-\$95,514
208-12	403.005	Prattsburgh-\$15,214
209-12	409.001/02	Based on District Participation
210-12	416.494	Alfred-Almond-\$176 and Spencer-Van Etten-\$312
211-12	419.693	Odessa-Montour-\$425, Spencer-Van Etten-\$680 and Watkins Glen-\$255
212-12	426.000	Avoca-\$750 and Bath-\$74
213-12	511.000	Addison-\$481, Alfred-Almond-\$529, Arkport-\$244, Avoca-\$1,365, Bath-\$3,209, Bradford-\$852, Campbell-Savona-\$948, Canaseraga-\$461, Canisteo-Greenwood-\$1,104, Elmira-\$11,503, Elmira Heights-\$1,735, Hammondsport-\$1,090, Hornell-\$1,309, Horseheads-\$14,199, Odessa-Montour-\$859, Prattsburgh-\$243, Spencer-Van Etten-\$1,367, Watkins Glen-\$1,770, Waverly-\$3,222 and Miscellaneous Revenue-\$4,358
214-12	517.000	This is miscellaneous revenue from outside sources and does not affect Component district Billing-\$126,802
215-12	522.000	Miscellaneous Revenue-\$493
216-12	525.000	Elmira Heights-\$4,290
217-12	527.000	Watkins Glen-\$2,645
218-12	533.599	Horseheads-\$465
219-12	536.000	Watkins Glen-\$2,436
220-12	548.596	Arkport-\$250 and Horseheads-\$250
221-12	550.591	Alfred-Almond-\$18,539, Arkport-\$22,738, Avoca-\$1,064, Bath-\$18,418 and Canisteo-Greenwood-\$148,209
222-12	602.000	Elmira Heights-\$1,713, Odessa-Montour-\$1,318, Spencer-Van Etten-\$1,801, Watkins Glen-\$2,284, Waverly-\$2,591 and GST BOCES-\$7,840
223-12	605.000	Corning-\$38,000 and E-Rate Revenue BOCES-\$18,526
224-12	617.000	Horseheads-\$1,557
225-12	623.000	Avoca-\$560, Bradford-\$3,620, Canaseraga-\$3,300, Horseheads-\$3,000, Jasper-Troupsburg-\$260 and Waverly-\$1,600
226-12	629.591	Addison-(\$127), Alfred-Almond-\$10,101, Arkport-(\$22,967), Avoca-\$35,287, Bath-(\$15,773), Campbell-Savona-\$19, Canaseraga-\$581, Canisteo-Greenwood-\$1,188, Corning-(\$2,020), Hammondsport-\$1,470 and Hornell-\$7,648
227-12	638.495	Addison-\$204, Arkport-(\$684), Avoca-(\$684), Campbell-Savona-\$408, Canaseraga-\$204, Canisteo-Greenwood-\$408, Corning-\$1,296, Hammondsport-\$1,296, Hornell-\$408, Jasper-Troupsburg-\$204 and Prattsburgh-\$408
228-12	639.596	Avoca-\$6,828
229-12	643.499	Hornell-\$625
230-12	659.591	Arkport-\$595
231-12	738.000	Based on District Participation

3. Budget Decreases for 2011-12:

Item #	CoSer #	Title	Decrease	From	To
232-12	305.000	Itinerant Physical Therapy	\$ 25,000	\$ 428,270	\$ 403,270
233-12	313.000	Itinerant Interpreter for the Deaf	\$ 30,000	\$ 452,671	\$ 422,671
234-12	335.698	Itinerant-Comprehensive Diagnostic w/ Putnam	\$ 33,175	\$ 36,195	\$ 3,020
235-12	412.001	Cooperative College Level-Alfred State	\$ 4,600	\$ 56,651	\$ 52,051
236-12	430.000	Model Schools	\$ 2,436	\$ 725,062	\$ 722,626
237-12	537.000	School/Curriculum Improvement Planning	\$ 3,969	\$ 1,724,201	\$ 1,720,232
238-12	538.496	Test Scoring w/Monroe #2	\$ 6,000	\$ 6,000	\$ 0
239-12	545.496	School Curr. Imp. Planning w/Monroe #2	\$ 5,596	\$ 15,150	\$ 9,554
240-12	607.000	Staff Development: Bus Drivers	\$ 900	\$ 3,204	\$ 2,304
241-12	635.493	Negotiations w/ GV BOCES	\$ 2,526	\$ 20,043	\$ 17,517
242-12	637.493	Cooperative Bidding w/ GV BOCES	\$ 215	\$ 215	\$ 0

These decreases will be supported as follows:

232-12	305.000	Based on District Participation
233-12	313.000	Based on District Participation
234-12	335.698	Addison-(\$7,445) and Corning-(\$25,730)
235-12	412.001	Arkport- \$550 and Bradford-(\$5,150)
236-12	430.000	Watkins Glen-(\$2,436)
237-12	537.000	Genesee Valley BOCES (Keshequa-(\$4,740)) and Miscellaneous Revenue-\$771
238-12	538.496	Odessa-Montour-(\$6,000)
239-12	545.496	Elmira-(\$5,328) and Waverly-(\$268)
240-12	607.000	Addison-(\$150), Alfred-Almond-(\$150), Arkport-(\$342), Bath-\$768, Canaseraga-(\$342), Canisteo-Greenwood-(\$342), Elmira-(\$534) and Hammondsport-\$192
241-12	635.493	Canaseraga-(\$2,526)
242-12	637.493	Bath-(\$215)

4. Transfers within programs for 2011-12:

a. Transfers in excess of \$10,000.

<u>COSER</u> <u>NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER</u> <u>IN</u>	<u>TRANSFER</u> <u>OUT</u>
001	Central Administration	A001-1900-700-0-00 Int. on Revenue Notes		\$346,854.24
		A001-1310-813-0-00 NYS ERS		\$13,378.87
		A001-1250-160-0-02 N-I Salaries	\$11,919.45	
		A001-1250-801-0-00 Post Employment	\$22,158.59	
		A001-1250-816-0-00 Health Insurance	\$26,693.58	
		A001-1310-150-0-00 Certified Salaries	\$45,977.01	
		A001-1310-160-0-00 N-I Salaries	\$30,341.78	
		A001-1310-801-0-00 Post Employment	\$22,133.71	
		A001-1490-816-0-00 Health Insurance	\$187,630.12	
		A001-1250-813-0-00 NYS ERS	\$3,775.99	
		A001-1310-811-0-00 NYS TRS	\$5,108.05	
		A001-1310-815-0-00 Social Security	\$4,052.94	
		A001-1310-816-0-00 Health Insurance	\$441.89	
		TOTAL	\$360,233.11	\$360,233.11
216	Special Class: S/P Ratio: 1:6:1	A216-4230-816-0-00 Health Insurance		\$15,000.00
		A216-4230-801-0-00 Post Employment	\$15,000.00	
		TOTAL	\$15,000.00	\$15,000.00
605	Computer Service: Management	A605-7710-200-8-02 Equipment		\$15,994.00
		A605-7710-200-8-18 Equipment		\$10,141.00
		A605-7710-400-V-18 Contract & Other		\$22,000.00
		A605-7710-411-V-18 Communications		\$13,637.00
		A605-7710-400-7-09 Contract & Other		\$36,891.00
		A605-7710-400-F-09 Contract & Other		\$24,567.00
		A605-7710-400-O-00 Contract & Other		\$11,906.00
		A605-7710-400-4-09 Contract & Other		\$5,580.00
		A605-7710-411-8-09 Communications		\$6,116.00
		A605-7710-200-8-00 Equipment		\$55,905.00
		A605-7710-204-8-02 Small Equipment	\$15,994.00	
		A605-7710-204-8-18 Small Equipment	\$45,778.00	
		A605-7710-402-A-00 Equip Repair	\$85,060.00	
		A605-7710-204-8-00 Small Equipment	\$27,350.00	
		A605-7710-205-8-00 Software	\$19,085.00	
		A605-7710-300-8-00 Supplies & Materials	\$9,470.00	
		TOTAL	\$202,737.00	\$202,737.00
701	Operations & Maintenance	A701-8010-200-2-00 Equipment		\$6,910.03
		A701-8010-400-2-02 Contract & Other		\$4,215.96
		A701-8010-200-1-01 Equipment		\$1,781.11
		A701-8010-406-0-99 Misc. Reserve		\$17,726.00
		A701-8010-813-2-00 NYS ERS		\$7,996.42
		A701-8010-813-1-00 NYS ERS		\$7,519.05
		A701-8010-813-0-99 NYS ERS		\$3,787.12
		A701-8010-812-0-99 Comp Insurance		\$1,978.39
		A702-8010-812-1-00 Comp Insurance		\$1,821.34
		A701-8010-812-2-00 Comp Insurance		\$1,614.80
		A701-8010-814-0-99 Disability-Support Staff		\$908.83
		A701-8010-460-C-99 Renovation		\$4,444.76
		A701-8010-460-E-99 Renovation		\$440.88
		A701-8010-816-2-00 Health Insurance		\$11,668.76
		A701-8010-460-I-99 Renovation		\$3,401.00
		A701-8010-819-2-00 HRA		\$828.00
		A701-8010-400-0-99 Contract & Other		\$10,000.00
		A701-8010-400-2-00 Contract & Other		\$11,863.68
		A701-8010-347-0-99 Auto Expenses	\$15,863.68	
		A701-8010-346-0-00 HVAC Supplies	\$6,000.00	
		A701-8010-200-0-99 Equipment	\$6,437.78	
		A701-8010-204-0-99 Small Equipment	\$432.25	
		A701-8010-343-1-00 Lawn Supplies	\$40.00	
		A701-8010-347-1-00 Auto Expenses	\$623.67	
		A701-8010-400-1-01 Contract & Other	\$1,781.11	
		A701-8010-411-2-00 Telephone	\$51.05	
		A701-8010-422-0-99 Liability Insurance	\$684.34	
		A701-8010-422-1-00 Liability Insurance	\$200.52	
		A701-8010-424-1-87 Vehicle Insurance	\$2,290.00	
		A701-8010-424-3-00 Vehicle Insurance	\$60.00	
		A701-8010-454-0-99 Photo Copying	\$105.86	

		A701-8010-801-0-99 Post Employment	\$35,742.52	
		A701-8010-801-1-00 Post Employment	\$5,788.32	
		A701-8010-801-2-00 Post Employment	\$6,265.87	
		A701-8010-815-2-00 Social Security	\$440.88	
		A701-8010-816-0-99 Health Insurance	\$9,785.16	
		A701-8010-816-1-00 Health Insurance	\$1,883.60	
		A701-8010-821-0-99 Vision Insurance	\$120.00	
		A701-8010-821-1-00 Vision Insurance	\$180.00	
		A701-8010-821-2-00 Vision Insurance	\$48.00	
		A701-8010-824-0-99 Dental Insurance	\$1,349.00	
		A701-8010-824-1-00 Dental Insurance	\$1,704.00	
		A701-8010-824-2-00 Dental Insurance	\$828.00	
		A701-8010-422-2-00 Liability Insurance	\$200.52	
		TOTAL	\$98,906.13	\$98,906.13
734	Related Service-Counseling	A734-4020-811-0-00 NYS TRS		\$19,670
		A734-4020-150-0-00 Certified Salaries	\$19,670	
		TOTAL	\$19,670.00	\$19,670.00

5. Budget Increases for 2012-13:

Item #	CoSer #	Title	Increase	From	To
001-13	430.000	Distance Learning	\$ 45,999	\$ 594,519	\$ 640,518

These increases will be supported as follows:

001-13	430.000	Advanced Academics-\$45,999
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6. Budget Decreases for 2012-13:

Item #	CoSer #	Title	Decrease	From	To
002-13	525.000	Staff Development: Certified & Administrative	\$ 20,962	\$ 1,245,786	\$1,224,824
003-13	527.000	Instructional Materials (Science Resource Center)	\$ 6,124	\$ 386,631	\$ 380,507
004-13	528.000	Industry/Education Activities Coord. (CDC)	\$ 16,001	\$ 503,854	\$ 487,853
005-13	537.000	School/Curriculum Improvement Planning	\$ 23,597	\$ 1,431,626	\$1,408,029
006-13	609.000	Safety/Risk Management	\$ 17,392	\$ 623,422	\$ 606,030
007-13	611.000	Transportation: Other Program (Drug & Alcohol)	\$ 117	\$ 54,873	\$ 54,756
008-13	619.000	Fingerprinting Service	\$ 48	\$ 9,648	\$ 9,600
009-13	623.000	Recruiting Service (Cooperative Advertising)	\$ 23	\$ 70,683	\$ 70,660
010-13	624.000	Staff Development: Board of Education	\$ 4,137	\$ 25,137	\$ 21,000

These decreases will be supported as follows:

002-13	525.000	To correct adopted budget total-(\$26,864) and Elmira Heights-\$5,902
003-13	527.000	To correct adopted budget total-(\$6,124)
004-13	528.000	To correct adopted budget total-(\$16,001)
005-13	537.000	To correct adopted budget total-(\$23,597)
006-13	609.000	To correct adopted budget total-(\$17,392)
007-13	611.000	To correct adopted budget total-(\$117)
008-13	619.000	To correct adopted budget total-(\$48)
009-13	623.000	To correct adopted budget total-(\$23)
010-13	624.000	To correct adopted budget total-(\$4,137)

B. Federal Fund Establishments and Adjustments.

1. Grant Acceptance and Budget Establishment for 2011-12:

- LSTA Libraries, Learning and the Common Core Grant be accepted and the budget established in the amount of \$5,470 for the period April 1, 2012 through March 31, 2013 as attached.

2. Budget Increases for 2011-12:

- Equivalent Attendance (EA) budget is increased by \$15,000 from \$40,000 to \$55,000 due to increased number of contact hours.

b. Comprehensive Health and Wellness budget is increased by \$1,475.00 from \$13,513.08 to \$14,988.08.

c. Southern Tier Scholars budget be increased by \$1,249.00 from \$6,911.41 to \$8,160.41.

3. **Budget Decrease for 2011-12 for GST BOCES:**

a. WIA/TANF Youth budget be decreased by \$510 from \$105,000 to \$104,490 due to purchases made directly to grant by Workforce New York.

C. Purchasing.

1. Approval of Resolution, as attached, to participate with other BOCES in New York to enter into an agreement, coordinated by Erie #1 BOCES, with Rosetta Stone for software/learning packages.
2. Approval of Resolution, as attached, to participate in cooperative bidding with Delaware-Chenango-Madison-Otsego BOCES (DCMO BOCES) for the 2012 – 2013 fiscal year.

D. 2013-14 Capital Projects.

1. Approval of Hunt Engineers Scope of Work for the 2013-2014 GST BOCES Capital Construction Project as per attached letter.

E. Authorization to pay the following membership dues:

1. Rural Schools Program dues in the amount of \$575.00 for 2012-2013 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

F. Lease Approval.

1. Approval of lease for space for EOP Headstart classroom in Bush Building 10 July 1, 2012 through June 30, 2013, per attached.
2. Approval of lease for space from Grace Church (EAP office) July 1, 2012 through June 30, 2013 as attached.

G. HEART/WRERA Amendment to 403(b) Plan.

1. Approval of the attached resolution to amend the GST BOCES 403(b) Retirement Plan to comply with the Heroes Earnings Assistance and Relief Act of 2009 (HEART) and the Worker, Retiree and Employer Recovery Act of 2008 (WRERA).

CARRIED UNANIMOUSLY

6. PERSONNEL

13-016

Upon the recommendation of the Superintendent, and on the motion of Moss, seconded by Scott, it is resolved that the following personnel actions are hereby taken:

A. Retirements

1. Jeanne Bohomey, Position: Teacher, Special Education, Effective: June 30, 2012, Date of Hire: September 1, 1979.
2. Judith Roy, Position: Teaching Assistant, Cosmetology program, Effective: end of day June 22, 2012, Date of Hire: September 1, 2001.
3. Bertha Surprenant, Position: Teacher Aide, Effective: June 30, 2012, Date of Hire: September 1, 1984.
4. Pamela Tuller, Position: Teaching Assistant, Alternative Education program, Effective: June 29, 2012, Date of Hire: September 4, 1992.
5. Jean Eckel, Position: Teacher Aide, Effective: September 29, 2012, Date of Hire: February 11, 1991.

B. Resignations

1. Hollie Baldwin, Position: Occupational Therapist, Effective: June 27, 2012, Date of Hire: September 22, 2008. Reason: accepting the severance pay as per §31.6 of the EA contract, and terminating any and all other statutory and contractual rights with GST BOCES.
2. T. Gregory Dale, Position: School Business Administrator, Effective: end of day July 11, 2012, Date of Hire: August 1, 2008.
3. Steven Kiley, Position: Supervisor of Special Education, Effective: end of day June 30, 2012, Date of Hire: January 3, 2006, Reason: to accept the position of Assistant Principal, Career and Technical Education, Bush Education Center, effective July 1, 2012.
4. Lesley Powers, Position: Staff Development Coordinator, Effective: end of day August 3, 2012, Date of Hire: April 18, 2011.
5. Allison Vang, Position: Career Education Resource Specialist, Effective: end of day June 15, 2012, Date of Hire: December 1, 2009.

C. Rescind Elimination of Position, from the June 5, 2012 BOE

1. Occupational Therapist, one full-time (1.0 FTE) position, FTE of position should have been reduced not eliminated.

D. Elimination of Positions

1. Typist, one part-time (.5 FTE) position, effective June 30, 2012.
2. Teacher Aide, one full-time (1.0 FTE) position, effective June 30, 2012.
3. Teacher, Computer Network Engineering and Business Systems program, one full-time (1.0 FTE) position, effective June 30, 2012.
4. Teacher, Computer Learning Center program, one full-time (1.0 FTE) position, effective June 30, 2012.
5. Teacher, Speech and Hearing Handicapped program, one full-time (1.0 FTE) position, effective June 30, 2012.

E. Creation of Positions

1. Account Clerk, two (2) full-time (1.0 FTE), 12 month positions, Central Business Office, effective July 1, 2012, due to the transfer of the functions performed by the Corning-

Painted Post CSD.

2. Senior Account Clerk, two (2) full-time (1.0 FTE), 12 month positions, Central Business Office, effective July 1, 2012, due to the transfer of the functions performed by the Corning-Painted Post CSD.
3. Principal of Special Education, four (4) full-time (1.0 FTE), 12 month positions, supporting the GST BOCES region, effective July 1, 2012.

F. Lay offs

1. Tara Bolt, Teacher, serving in the tenure area of Business and Marketing, full-time (1.0 FTE), effective June 30, 2012.
2. Lisa Dayton, Teacher, serving in the tenure area of Education of Children with Handicapping Conditions – Education of Speech and Hearing Handicapped Children, full-time (1.0 FTE), effective June 30, 2012.
3. Nicole MacLauchlan, Typist, part-time (.5 FTE), effective end of day June 30, 2012.

G. Rescind Lay off, from the June 5, 2012 BOE

1. Tanya Konopski, Occupational Therapist, full-time (1.0 FTE), should have been a decrease in FTE, not a layoff.

H. Decrease or Increase to Positions

1. Occupational Therapist, one full-time (1.0 FTE) position decreased to part-time (.5 FTE), effective September 4, 2012.
2. Curriculum Mentor, one part-time (.5 FTE) position increased to full-time (1.0 FTE), effective September 4, 2012.
3. Program Assistant, one part-time (.8 FTE, 6.0 hours per day) position increased to full-time (1.0 FTE, 7.5 hours per day), 10 month, school calendar, effective September 4, 2012.
4. Computer Program Assistant, one full-time (1.0 FTE) position, increase from 11 months per year to 12 months per year, effective July 1, 2012.

I. Decrease or Increase in Assignments

1. Tanya Konopski, Occupational Therapist, involuntarily decreased from 1.0 FTE to .5 FTE, 10 month, School Calendar position, effective September 4, 2012, salary \$52,417.00 per year, pro-rated (step 8 + 30 Credit Hours + Permanent Certification Stipend + Special Education Stipend).
2. Tiffany Henry, Curriculum Mentor, increased from .5 FTE to 1.0 FTE, 10 month, School Calendar position; effective September 4, 2012; serving in the Tenure Area of Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data, Certification of Math, Permanent, September 1, 2009; Probationary Period of September 4, 2012 through September 3, 2014 (previously tenured); Salary \$54,486.00 per year (step 9 + 36 Credit Hours + Master's Degree Stipend + Permanent Certificate Stipend).
3. Deborah Condie, Computer Program Assistant, increase from 11 months per year to 12 months per year, effective July 1, 2012, salary \$21.27 per hour (grade 11, step 11).
4. Sondra Saginario, Program Assistant, increase from .8 FTE (6.0 hours per day) to 1.0 FTE (7.5 hours per day), 10 month, school calendar, effective September 4, 2012,

salary \$14.99 per hour (grade 9, step 2).

J. Changes to Administrative Titles and Tenure Areas, effective July 1, 2012, to re-align titles and tenure areas with duties as assigned.

1. Cynthia Drake, Director of Special Education and Itinerant Services, from the tenure area of Supervisor of Special Education to Principal of Special Education, continuing tenure in the tenure area of Principal of Special Education, tenured September 24, 2004, seniority date of September 24, 2001.
2. Paula Oblamski, from Supervisor of Special Education to Principal of Special Education, continuing tenure in the title and tenure area of Principal of Special Education, tenured July 1, 2006, seniority date of July 1, 2003.
3. Jeffrey Berdine, from Supervisor of Special Education to Principal of Special Education, continuing tenure in the title and tenure area of Principal of Special Education, tenured October 3, 2007, seniority date of October 4, 2004.
4. Stacy Saglibene, from Supervisor of Special Education to Principal of Special Education, continuing probationary period through August 25, 2012 in the title and tenure area of Principal of Special Education.

K. Changes in Appointments

1. Colin Pierce, School Business Administrator, full-time (1.0 FTE), 12 month position, from Temporary to Probationary, effective September 1, 2012, Tenure Area of School Business Administrator, Certification of School District Business Leader, Internship Certificate, effective September 1, 2012 through August 31, 2014, Probationary Period from September 1, 2012 to August 31, 2015, salary \$81,600.00 per year, pro-rated, due to successful completion of certification requirements.
2. Erin Boyle, Teaching Assistant, Criminal Justice program, full-time (1.0 FTE), 10 month, school calendar position, from Temporary to Probationary, effective September 4, 2012, Tenure Area of Teaching Assistant, Certification of Teaching Assistant, Level 1, effective September 1, 2012 through August 31, 2015, Probationary Period from September 4, 2012 to September 3, 2015, salary \$34,028.00 per year, (Step 2 + 169 Credit Hours), due to successful completion of certification requirements.
3. Kenneth Ham, promoted from Assistant Automotive Mechanic to Automotive Mechanic, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service, Probationary appointment, Bush Education Center, effective July 1, 2012, Probationary Period of July 1, 2012 through June 30, 2013, salary \$21.10 per hour (grade 14, step 8, 8.0 hours per day).
4. Bernadette Sramek, promoted from Accountant (School) to School Business Executive, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List # 66516, effective August 6, 2012, Probationary Period of August 6, 2012 through August 5, 2013, salary \$75,000.00, pro-rated.
5. Tracie McCarthy, Cook Manager, full-time (1.0 FTE), 10 month, School Calendar position, increase salary to \$19.50 per hour (8.0 hours/day), effective September 4, 2012.
6. Lee Richeson, Cook Manager, full-time (1.0 FTE), 10 month, School Calendar position, increase salary to \$18.69 per hour (8.0 hours/day), effective September 4, 2012.
7. Marilyn Phillips, Administrative Assistant, correct months per year from 10 month, school calendar to 12 months per year, correcting the June 5, 2012 Board minutes.

8. Scott Vang, Network Technology Specialist, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective July 11, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.
9. Karen Hunter, Computer Services Program Specialist, full-time (1.0 FTE), 12 month position, Bush Education Center, from Probationary to Permanent, effective July 18, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.

L. Medical Examinations, per Education Law §913, the BOCES Board of Education hereby requires the following employees to submit to a medical examination by the BOCES' school physician in order to determine the physical or mental capacity of such person to perform his or her duties.

1. Lawrence Coughlin, Cleaner.
2. Sherry Ameigh, Teacher Aide.

M. Tenure Appointments

1. Erin Schiavone, Position: Instructional Support Specialist, Effective: July 13, 2012, Tenure Area: Instructional Support Services in the Integration of Technology into Instructional Practices, Certificate: Social Studies, Permanent, February 1, 2003.
2. Stacy Saglibene, Position: Principal of Special Education, Effective: August 25, 2012, Tenure Area: Principal of Special Education, Certificate: School District Administrator, Permanent, September 1, 2007.

N. Transfer of Functions

1. RESOLVED, the Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services (SSCTA BOCES) hereby accepts the transfer of the functions of Account Clerk and Senior Account Clerk performed by the Corning Painted-Post CSD to the Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services (SSCTA BOCES) effective July 1, 2012.

O. Appointments

1. Sally Deane, Position: Principal of Special Education, 12 month position, Probationary appointment, Effective: July 1, 2012, Tenure Area: Principal of Special Education, Certification: School District Administrator, Permanent, September 1, 2007, Probationary Period: July 1, 2012 through June 30, 2015, Salary: \$77,000.00 per year.
2. Steven Kiley, Position: Assistant Principal, Career and Technical Education, 12 month position, Probationary appointment, Effective: July 1, 2012, Tenure Area: Assistant Principal, Certification: School Administrator/Supervisor, Permanent, September 1, 2008, Probationary Period: July 1, 2012 through January 2, 2014 (previously served 1 year and 6 months in tenure area of Assistant Principal), Salary: \$84,468.00 per year.
3. S. Scott Arnold, Position: School Business Executive, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List # 66516, Effective: July 9, 2012, Probationary Period: July 9, 2012 through July 8, 2013, Salary: \$80,000.00 per year.
4. Sheila Dwight, Position: Cook Manager, full-time (1.0 FTE), 10 month, school calendar

- position, Non-Competitive Civil Service, Probationary appointment, Effective: August 27, 2012, Probationary Period: August 27, 2012 through November 4, 2013, Salary: \$14.00 per hour (8.0 hours/day).
5. Susan Woodvine, Position: Cook Manager, part-time (.8125 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: August 27, 2012, Probationary Period: August 27, 2012 through November 4, 2013, Salary: \$12.25 per hour (6.5 hours/day).
 6. Pamela Stevens, Position: Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Permanent appointment, Effective: July 1, 2012, Salary: \$17.77 per hour (grade 5, step 9, 7.5 hours/day).
 7. Tami Ricci, Position: Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Permanent appointment, Effective: July 1, 2012, Salary: \$15.78 per hour (grade 5, step 6, 7.5 hours/day).
 8. Cindy Luedeman, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Permanent appointment, Effective: July 1, 2012, Salary: \$21.44 per hour (grade 9, step 12, 7.5 hours/day).
 9. Dawn Stratton, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Permanent appointment, Effective: July 1, 2012, Salary: \$21.44 per hour (grade 9, step 12, 7.5 hours/day).

P. Temporary Appointments

1. Colin Pierce, Position: School Business Administrator, 12 month, temporary position, pending the completion of certification requirements, Effective: July 1, 2012 through August 31, 2012, Certification: School District Business Leader, Internship Certificate to be issued September 1, 2012, Salary: \$81,600.00 per year, pro-rated, Reason for Appt: pending completion of certification.
2. Kathleen Salvagin, Position: Business Manager, acting as Student Accounts and Activities Auditor, hourly, time-sheet, as needed basis, 12 month position, Effective: July 1, 2012 through June 30, 2013, Salary: \$20 per hour, time-sheet, as needed basis (approximately 4 days per quarter).

Q. Certification of BOCES Bus Drivers for 2012-2013

<u>Name of Driver</u>	<u>Class of License</u>
1. <u>Bryant, Matthew</u>	C-P
2. <u>Comfort, Sheila</u>	B-P
3. <u>Gauss, Samuel</u>	B-P
4. <u>Jankowski, Theodore</u>	A-P
5. <u>Kennedy, Lisa</u>	A-P
6. <u>Mac Naughton, Don</u>	B-P
7. <u>Pirozzolo-Mather, Judy</u>	C-P
8. <u>Raducz, Billie Jo</u>	B-P
9. <u>Rusby, William</u>	BM-P
10. <u>Speciale, Frank</u>	C-P
11. <u>Wheeler, Susan</u>	A-P

- R. Temporary Annual Appointment**, effective July 1, 2012 through June 30, 2013, no additional salary

1. Medicaid Compliance Officer
 - a. Steven Manning, Computer Services Program Manager.

S. Annual Stipends, effective July 1, 2012 through June 30, 2013, unless otherwise noted.

1. Cooling Tower Chemicals, Stipend \$675:
 - a. David Dimmick.
2. CBO Management Support, Stipend \$2,500:
 - a. Lori Palmer, Accounts Payable Team Leader.
 - b. Patricia Bilinski, Accounting Team Leader.
 - c. Ann Pirozzolo, Accounting Team Leader.
 - d. Darlene Bennett, Payroll Team Leader.
 - e. Wendy Rogers, Payroll Team Leader.
3. Computer Services Center:
 - a. Myron Rumsey, Desktop Team Supervisor, Stipend \$4,500.
 - b. David Bates, Internet/Programming Team Manager, Stipend \$2,500.
 - c. Stephanie Kendall, Financial Services Team Manager, Stipend \$2,500.
 - d. Francis Ortell, Repair Services Team Manager, Stipend \$2,500.
 - e. Keith Boras, Server Team Manager, Stipend \$2,250.
 - f. Nathan Lamonski, Server Team Manager, Stipend \$2,250.
 - g. Matthew Marshall, Server Team Manager, Stipend \$2,250.
 - h. Douglas Packard, Server Team Manager, Stipend \$2,250.
 - i. Scott Vang, Regional Advisory Team Manager, Stipend \$1,500.
 - j. Gale Gaylord, Desktop Team Leader, Stipend \$1,200.
 - k. Mary Teresa (Tessa) Yorke, Help Desk Team Leader, Stipend \$1,200.
4. Career Development Council, Stipend \$1,500:
 - a. Eartha Onyiriuka, Team Leader, effective September 4, 2012 through June 30, 2013.
5. Human Resources, Stipend \$2,500:
 - a. Leslie Roof, Team Leader

T. Report of Temporary and Substitute Personnel as attached.

U. Ratification of the 2012-2014 GST BOCES EA Contract as filed in the office of the Director of Human Resources & Employee Relations.

V. Ratification of the 2012-2014 GST BOCES TAA Contract as filed in the office of the Director of Human Resources & Employee Relations.

CARRIED UNANIMOUSLY

7. PROGRAMS

A. Fire Inspection

13-017

Upon the motion of Gorman, seconded by Scott, it is resolved to approve the acceptance of the fire inspection reports for all three (3) campuses as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

A. None.

9. SUPERINTENDENT'S REPORT

13-018

Upon the motion of Apgar, seconded by Dickson, it is resolved to approve the following Board Policies:

- A. Board Policy - #9210 – Personnel & Negotiations – Insurance for Non-Unit Employees - as attached.
- B. Board Policy - #6711 – Fiscal Management – Telecommunications Equipment Use by Staff – as attached.
- C. Board Policy - #6770 – Fiscal Management – BOCES Personal Property Accountability – as attached.
- D. Board Policy - #9810 – Personnel & Negotiations – Retirement Benefits for Non-Unit Employees – as attached.
- E. Board Policy - #9820 – Personnel & Negotiations – Seniority and Lay-off of Non-Unit Employees – as attached.

CARRIED UNANIMOUSLY

F. Miscellaneous Items:

- 1. SAM Retreat was held at the Corning Inc. facilities with guest speakers: Donald McCabe and Dr. Mark Vaughn.
- 2. Commissioner King is coming to Elmira City School District to be keynote speaker. He plans to visit the GST BOCES Summer of Innovation programs and meet with MST Core group.
- 3. APPR deadlines.
- 4. District Superintendent's evaluation by the Commissioner – tied to APPR status in region.

EXECUTIVE SESSION

13-19

Upon the motion of Dickson, seconded by Apgar, it is resolved to move to executive session at 6:06 p.m. to discuss sixteen employment matters concerning particular persons and three legal matters.

CARRIED UNANIMOUSLY

OPEN SESSION**13-20**

Upon the motion of Dickson, seconded by Apgar, it is resolved to move to open session at 6:41 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT**13-21**

Upon the motion of Gorman, seconded by Apgar, it is resolved to adjourn the meeting at 6:42 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Board Retreat	08/28/12, 3:00-5:00 p.m.	Coopers Education Ctr., Bldg. 8
Regular	08/28/12, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
None	September 2012	
Regular	10/02/12, 5:30 p.m.	Bush Education Ctr., Bldg. 1

Respectfully Submitted,

dlh
July 11, 2012

Doretta L. Hughson
Board Clerk

**GREATER SOUTHERN TIER BOCES
TREASURER'S SUMMARY OF CASH BALANCES
30-Jun-12**

4-B-1

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Receipts for Month</u>	<u>Total Cash Available</u>	<u>Disbursements During Month</u>	<u>Cash Balance End of Month</u>
General Fund Ckg. - M&T	(\$170,920.20)	\$22,943,989.68	\$22,773,069.48	\$21,667,784.37	\$1,105,285.11
Federal Fund Ckg - Chase	\$130,107.40	\$885,906.14	\$1,016,013.54	\$912,344.34	\$103,669.20
Capital Fund Ckg - Chase	\$977,012.58	\$77.35	\$977,089.93	\$0.00	\$977,089.93
Dental Vision Acct - Chase	\$68,734.12	\$29,662.11	\$98,396.23	\$27,710.05	\$70,686.18
Chase Premier Acct.	\$428,435.74	\$87,258,642.56	\$87,687,078.30	\$76,446,945.65	\$11,240,132.65
First Niagara	\$14,808.39	\$0.24	\$14,808.63	\$0.00	\$14,808.63
GST Ad Ed Merchant	\$63,332.41	\$12,919.61	\$76,252.02	\$50,000.00	\$26,252.02
Cprs Patron Svc - Chemung	\$2,390.39	\$2,281.83	\$4,672.22	\$4,664.35	\$7.87
WW Patron Svc - Steuben	\$0.00	\$1,570.06	\$1,570.06	\$1,570.06	\$0.00
GST Scholarship Funds M&T	\$13,676.29	\$1,780.99	\$15,457.28	\$5,551.00	\$9,906.28
GST Scholarship Chase	\$29,780.36	\$5.91	\$29,786.27	\$0.00	\$29,786.27
Clayton J. Tong Scholarship	\$7,449.58	\$1.48	\$7,451.06	\$0.00	\$7,451.06
Clayton J Tong Scholarship Ckg	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bethesda Foundation Scholarship	\$2,612.47	\$3,250.03	\$5,862.50	\$3,900.00	\$1,962.50
Bancorp Bank	\$45,385.29	\$44,033.47	\$89,418.76	\$43,553.10	\$45,865.66
First Niagara Flex Account	\$1,022,202.98	\$20,473.58	\$1,042,676.56	\$52,840.41	\$989,836.15
Trust & Agency Ckg- M&T	\$1,545,221.98	\$7,936,267.49	\$9,481,489.47	\$7,818,573.65	\$1,662,915.82
First Niagara Escrow Elmira	\$309,385.00	\$0.00	\$309,385.00	\$274,574.00	\$34,811.00
Payroll Checking - M&T	(\$535.56)	\$4,455,173.13	\$4,454,637.57	\$4,454,617.05	\$20.52
TOTALS	\$4,489,079.22	\$123,596,035.66	\$128,085,114.88	\$111,764,628.03	\$16,320,486.85

BUSH CAMPUS
STUDENT ACTIVITIES - 3rd Quarter Report- REVISED
FOR THE PERIOD: 1/1/2012 To 3/31/2012

<i>Club Name</i>	<i>Balance Fwd</i>	<i>Received</i>	<i>Disbursed</i>	<i>Transfers</i>	<i>Ending Bal.</i>
A-02-Vehicle Maintenance	1,315.82	559.24	-520.00		1,355.06
A-03-Small Engine	62.15	0.12	0.00	0.00	62.27
A-07-3D Animation	542.70	0.22	0.00		542.92
A-09-Junior Carpentry	2,714.42	1.10	0.00	0.00	2,715.52
A-10-Nat'l Tec Honor Society	36.68	0.18	0.00	400.00	436.86
A-11-Culinary Arts	1,512.64	350.26	-450.00	-765.00	647.90
A-17-Early Childhood	1,023.50	0.15	-641.51	0.00	382.14
A-22-Security & Protect.Svs	1,595.93	0.33	-778.37		817.89
A-24 Fashion Design	15.65	0.01	0.00		15.66
A-26-FFA Charter	8,765.36	7,898.05	-7,339.34	0.00	9,324.07
A-30-Skills USA	6,620.93	5,788.90	-12,177.95	\$ 845.00	1,076.88
A-31-HOSA	3,008.41	3,439.50	-2,124.08	1,000.00	5,323.83
A-32-Personal Services	100.81	0.04	0.00		100.85
A-33-Cosmetology	3,163.44	0.66	-3,930.10	-80.00	-846.00
A-34-Dental Assisting	43.03	0.02	0.00		43.05
A-35-Welders	1,132.49	0.46	0.00	0.00	1,132.95
A-38-NVCC-New Visions Comm	242.20	0.10	0.00	0.00	242.30
A-40-Computer Info Tech	552.35	0.21	-23.68	0.00	528.88
A-53-Gen'l Youth Organization	3,677.84	4,040.30	-1,115.62	-1,400.00	5,202.52
A-60-Eagles Floor Hockey	544.70	0.23	0.00	34.39	579.32
A-62-Broad Hzns Wrk Study	1,790.18	2,977.17	-3,736.54	0.00	1,030.81
A-63-Broad Hzns Rose Fund	8,514.74	3.42	0.00		8,518.16
A-64-Broad Hzn Student Acct	1,254.85	32.48	-90.00		1,197.33
A-66-Junior High - Elsmere	2,085.65	5,425.12	-5,223.48		2,287.29
A-70-Talking Hands	34.39	0.00	0.00	-34.39	0.00
A-72-Broad Hzn Senior Class	888.04	70.39	0.00		958.43
A-74-Elsmere Farms Deli	1,858.30	4,375.43	-4,344.32	0.00	1,889.41
A-77-Twist,Shout & Learn	714.05	63.17	0.00		777.22
A-78-Autism Account	1,368.98	0.52	-92.75		1,276.75
Totals	55,180.23	35,027.78	-42,587.74	0.00	47,620.27

<i>Balance carried forward</i>	55,180.23
<i>Cash received during quarter</i>	35,027.78
<i>Cash disbursed during quarter</i>	-42,587.74
<i>Cash transfer during quarter</i>	0.00
3rd Quarter Cash balance year to date	47,620.27

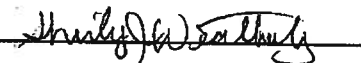
Prepared by

BUSH CAMPUS
STUDENT ACTIVITIES - 4th Quarter Report
FOR THE PERIOD: 4/1/2012 To 6/30/2012

<i>Club Name</i>	<i>Balance Fwd</i>	<i>Received</i>	<i>Disbursed</i>	<i>Transfers</i>	<i>Ending Bal.</i>
A-02-Vehicle Maintenance	1,355.06	0.48	0.00	0.00	1,355.54
A-03-Small Engine	62.27	0.03	0.00		62.30
A-07-Digital Media Arts	542.92	0.19	0.00	0.00	543.11
A-09-Junior Carpentry	2,715.52	0.94	-96.00		2,620.46
A-10-Nat'l Tec Honor Society	436.86	0.16	0.00	0.00	437.02
A-11-CHEF (Culinary Arts)	647.90	609.72	-630.00		627.62
A-17-Child Care	382.14	0.13	-30.24		352.03
A-22-Security & Protect.Svs	817.89	0.16	-356.40		461.65
A-24 Fashion Design	15.66	1,219.22	-631.89		602.99
A-26-FFA Charter	9,324.07	3,667.66	-6,106.82	0.00	6,884.91
A-30-Skills USA	1,076.88	1,966.47	-1,325.00	0.00	1,718.35
A-31-HOSA	5,323.83	2,143.47	-5,530.00	300.00	2,237.30
A-32-Personal Services	100.85	0.04	0.00		100.89
A-33-Cosmetology	-846.00	1,060.04	-90.99		123.05
A-34-Dental Assisting	43.05	0.02	0.00		43.07
A-35-Welders	1,132.95	50.42	0.00	0.00	1,183.37
A-38-NVCC-New Visions Co	242.30	360.19	-77.15		525.34
A-40-Computer Info Tech Comm	528.88	875.82	-208.23	-300.00	896.47
A-53-Gen'l Youth Organization	5,202.52	1,675.26	-3,346.08	0.00	3,531.70
A-60-Eagles Floor Hockey	579.32	0.21	0.00	0.00	579.53
A-62-Broad Hzns (Garden Café)	1,030.81	1,889.68	-2,420.93	0.00	499.56
A-63-Broad Hzns Rose Fund	8,518.16	3.04	0.00		8,521.20
A-64-Broad Hzn Student Acct	1,197.33	523.40	-600.27		1,120.46
A-65 Worker's Club - Ernie Davis	0.00	455.16	0.00		455.16
A-66-Elsmere Activity Fund	2,287.29	4,535.34	-3,074.89	-885.00	3,062.74
A-70-Talking Hands	0.00	0.00	0.00	0.00	0.00
A-72-Broad Hzn Senior Class	958.43	1,236.28	-2,091.68	685.00	788.03
A-74-Elsmere Farms Deli	1,889.41	4,206.62	-3,792.58	0.00	2,303.45
A-77-Twist,Shout & Learn	777.22	0.28	0.00		777.50
A-78-Edison Activity Fund	\$ 1,276.75	0.46	0.00		1,277.21
NYS Sales Tax		0.00			0.00
<i>Totals</i>	47,620.27	26,480.89	-30,409.15	0.00	43,692.01

<i>Balance carried forward</i>	47,620.27
<i>Cash received during quarter</i>	26,480.89
<i>Cash disbursed during quarter</i>	-30,409.15
<i>Cash transfer during quarter</i>	0.00
<i>Cash balance year to date</i>	43,692.01

Prepared by



4th Quarter

COOPERS EDUCATION CENTER
STUDENT ACTIVITIES
FOR THE PERIOD: 4/1/2012 - 6/30/2012

<i>Club Name</i>	<i>Balance Fwd</i>	<i>Received</i>	<i>Disbursed</i>	<i>Transfers</i>	<i>Ending Bal.</i>
Machine Trades	238.95	0.02	-105.00		133.97
Coopers Builders	374.84	89.83		-460.17	4.50
Alternative Ed.	2,131.40	3514.40	-1446.26	-293.04	3,906.50
Coopers Paint Masters	2,319.79	796.91	-1661.47	70.87	1,526.10
Auto Tech	392.78	439.03	-119.50	-500.00	212.31
Computer Are Us	1,297.28	377.09	-106.32	-397.00	1,171.05
Cosmetology	2,371.96	984.02	-3172.57	2590.00	2,773.41
Criminal Justice	2,250.57	0.16	-1531.36	-196.50	522.87
Heavy Equipment Club	11,852.13	725.85	-2295.34	-15.00	10,267.64
Epicurean Club	1,710.78	3341.68	-2160.93	-2547.04	344.49
Digital Media Arts	1,261.08	110.09			1,371.17
LPN/Nurse Assist	1,353.64	226.10	-421.00	-147.24	1,011.50
Coopers Skills USA	6,193.44	17419.61	-10727.37	696.04	13,581.72
Yearbook	2,286.87	1255.16	-154.88	-44.15	3,343.00
NYS Sales Tax	1,159.00			1243.23	2,402.23
					0.00
Totals	37,194.51	29279.95	-23902.00	0.00	42,572.46

<i>Balance carried forward</i>	37,194.51
<i>Cash received during quarter</i>	29,279.95
<i>Cash disbursed during quarter</i>	-23,902.00
<i>Cash transfer during quarter</i>	0.00

Cash balance year to date	42,572.46
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Prepared by

John A. Wagner 6/30/12

INTERNAL CLAIMS AUDITOR REPORT

June 2012

4-C

of Checks Processed—1,132

Discovered Condition	Check#	Internal Claims Auditor Requested Corrective Action	Corrective Action Taken
Appropriate approval signature for authorizing payment lacking.	47779 47861 48118 48233	Need Signatures on Receipts Need Signatures on Receipts Need Signatures on Receipts Need Signatures on Receipts	Paperwork Signed by Appropriate Person Paperwork Signed by Appropriate Person Paperwork Signed by Appropriate Person Paperwork Signed by Appropriate Person
Appropriate expense codes not used i.e. 200 Equipment, 300 Supplies.	21636 21639 21773 47464 47783 47784	Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged	Recoded Recoded Recoded Recoded Recoded Recoded
Invoice # on warrant/check doesn't match invoice.	21638 21676 21686 21716 21724 21738 44962 47442 47506 47649 47667 47725 47931 47932 47967 48033 48115 48208	Incorrect spelling of name Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number Incorrect Invoice number	Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check Corrected on check
Itemized claims/invoice amounts do not total to check amount.	47672 47914 47926 47954 48164	Incorrect amount on check Incorrect amount on check Incorrect amount on check Incorrect amount on check Incorrect amount on check	Void & reissue Void & reissue Void & reissue Deduct from next payment Void & reissue
Payment request is lacking sufficient documentation proving receipt of items/services.	21301 44962 46153 47666 47808	Receipts missing Receipts missing Receipts missing Receipts missing Receipts missing	Receipts received Receipts received Receipts received Receipts received Receipts received
Remit name/address is incorrect.	1204 1209 1210 21589 21784 47252 47458 47465 47609 47711 47881 48061 48095 48115 48116	Incorrect zip code Incorrect address Incorrect address Incorrect address Incorrect address Incorrect address Incorrect address Incorrect address Incorrect address Incorrect address Incorrect name Incorrect address Incorrect address Incorrect address Incorrect address	Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address* Void & reissue Modified vendor address* Modified vendor address* Modified vendor address* Modified vendor address*
	21636 21637 21638 47450 47639 47790	Missing form Incorrect account number Personal items purchased Over tipped Missing form Incorrect account number	Received correct information Corrected on check Collect from staff Collect from staff Received correct information Corrected on check

OTHER: Specify	47792	Incorrect account number	Corrected on check
	47948	Incorrect account number	Corrected on check
	48134	Incorrect customer number	Corrected on check
	48158	Incorrect discount amount	Corrected on check
	48164	Incorrect reimbursement	Collect from staff
	48207	Incorrect customer number	Corrected on check

*Envelope made out with correct address

Internal Claims Auditor Signature:

Debra Meyer-Haight

Date:

8/21/12

INTERNAL CLAIMS AUDITOR REPORT ON
ITEMS REPORTED TO MANAGEMENT AND RESOLVED

June 2012

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

Debra Meyer-Haight
Internal Claims Auditor

8/17/12
Date

FINANCE

Upon the recommendation of the Superintendent, and on the motion of _____, seconded by _____, it is resolved that the following finance actions are hereby taken:

A. General Fund Establishments and Adjustments.**1. Budget Establishment for 2011-12:**

Item#	CoSer #	Title	In the Amount of
243-12	323.000	Itinerant-Comprehensive Diagnostic Services	\$7,175

These establishment will be supported as follows:

243-12	323.000	Addison-\$613, Bath-\$5,381, Corning-Painted Post-\$525 and Hammondsport-\$656
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2. Budget Increases for 2011-12:

Item #	CoSer #	Title	Increase	From	To
244-12	203.220	Special Programs- 12:1:1	\$ 21,594	\$ 1,331,320	\$ 1,352,914
245-12	205.000	Special Class 15:1	\$ 14,024	\$ 1,066,323	\$ 1,080,347
246-12	205.206	Special Class 15:1 CJC	\$ 736	\$ 191,177	\$ 191,913
247-12	209.000	Special Class 8:1:1	\$ 15,589	\$ 4,206,097	\$ 4,221,686
248-12	216.000	Special Class 6:1:1 BHA EPC	\$ 920	\$ 1,405,896	\$ 1,406,816
249-12	216.214	Special Class 6:1:1 ED	\$ 460	\$ 1,429,361	\$ 1,429,821
250-12	216.217	Special Class 6:1:1 Autism	\$ 9,862	\$ 1,876,855	\$ 1,886,717
251-12	216.219	Special Class 6:1:1 MD	\$ 7,838	\$ 1,897,380	\$ 1,905,218
252-12	216.224	Special Class 6:1:1 Day Treatment	\$ 1,012	\$ 1,375,950	\$ 1,376,962
253-12	335.698	Itinerant-Comprehensive Diagnostic w/ Putnam	\$ 400	\$ 3,020	\$ 3,420
254-12	401.000	Arts in Education	\$ 3,850	\$ 387,047	\$ 390,897
255-12	403.001	Adventure Based Learning (ABL)	\$ 2,561	\$ 42,190	\$ 44,751
256-12	409.000	Special Programs-Detention Center	\$ 52	\$ 139,711	\$ 139,763
257-12	430.003	Virtual Worlds	\$ 4,500	\$ 722,626	\$ 727,126
258-12	501.000	Educational Communications Center (Courier)	\$ 24,397	\$ 185,148	\$ 209,545
259-12	506.000	Curriculum Development	\$ 14,814	\$ 749,573	\$ 764,387
260-12	512.000	Computer Service	\$ 30,107	\$ 3,161,523	\$ 3,191,630
261-12	525.000	Staff Development	\$ 47,025	\$ 1,116,129	\$ 1,163,154
262-12	527.002	Instructional Materials, Science Center	\$ 4,623	\$ 550,747	\$ 555,370
263-12	528.000	Career Development Council	\$ 33,946	\$ 488,093	\$ 522,039
264-12	537.000	School/Curriculum Improvement Planning	\$ 75,774	\$ 1,720,232	\$ 1,796,006
265-12	602.000	Employee Benefit Coordination	\$ 11,364	\$ 164,700	\$ 176,064
266-12	605.000	Computer Service: Management	\$ 37,980	\$12,098,600	\$12,136,580
267-12	629.591	Computer Service Mgmt. w/ Erie #1 BOCES	\$ 6,678	\$ 2,650,822	\$ 2,657,500
268-12	738.000	1:1 Aide CTE	\$ 38	\$ 21,329	\$ 21,367

These increases will be supported as follows:

244-12	203.220	Revenue from Post Employment and EBALR-\$21,594
245-12	205.000	Revenue from Post Employment and EBALR-\$14,024
246-12	205.206	Revenue from Post Employment and EBALR-\$736
247-12	209.000	Revenue from Post Employment and EBALR-\$15,589
248-12	216.000	Revenue from Post Employment and EBALR-\$920
249-12	216.214	Revenue from Post Employment and EBALR-\$460
250-12	216.217	Revenue from Post Employment and EBALR-\$9,862
251-12	216.219	Revenue from Post Employment and EBALR-\$7,838
252-12	216.224	Revenue from Post Employment and EBALR-\$1,012
253-12	335.698	Corning-\$400
254-12	401.000	Horseheads-\$3,850
255-12	403.001	Miscellaneous Revenue-\$250 and EBALR-\$2,311
256-12	409.000	Based on District Participation-\$52
257-12	430.003	Revenue received from Century 21 Base Camp Grant-\$4,500

258-12	501.000	Revenue from Post Employment and EBALR-\$24,397
259-12	506.000	Arkport-\$1,134, Bradford-\$765, Campbell-Savona-\$3,638, Jasper-Troupsburg-\$1,575, Keshequa-\$75 and Waverly-\$7,627
260-12	512.000	Revenue from Post Employment and EBALR-\$30,107
261-12	525.000	Avoca-\$5,200, Bath-\$25,295, Corning-\$2,360, Elmira Heights-\$2,160, Hammondsport-\$2,680, Prattsburgh-\$54 and Spencer-Van Etten-\$9,276
262-12	527.002	Revenue from Post Employment and EBALR-\$4,623
263-12	528.000	Revenue from Post Employment and EBALR-\$33,946
264-12	537.000	Addison-\$162, Alfred-Almond-\$1,188, Arkport-\$54, Avoca-\$54, Bath-\$3,516, Bradford-\$2,754, Campbell-Savona-\$3,646, Canaseraga-\$54, Canisteo-Greenwood-\$8,152, Cincinnatus-\$990, Corning-\$540, Elmira-\$44,126, Elmira Heights-\$108, Hammondsport-\$233, Hornell-\$216, Horseheads-\$5,378, Jasper-Troupsburg-\$108, Odessa-Montour-\$692, Prattsburgh-\$54, Spencer-Van Etten-\$1,108, Watkins Glen-\$1,921 and Waverly-\$720
265-12	602.000	Revenue from Post Employment and EBALR-\$11,364
266-12	605.000	Bradford-\$2,105 and Revenue from EBALR-\$35,875
267-12	629.591	Alfred-Almond-\$294, Avoca-\$1,278, Bath-\$384, Canisteo-Greenwood-\$2,217, Hornell-\$847 and Jasper-Troupsburg-\$1,658
268-12	738.000	Based on District Participation-\$38

3. Budget Decreases for 2011-12:

Item #	CoSer #	Title	Decrease	From	To
269-12	403.003	Alternative Education Secondary	\$ 4,088	\$ 1,368,913	\$ 1,364,825

These decreases will be supported as follows:

269-12	403.003	Spencer Van Etten-(\$4,088)
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4. Transfers within programs for 2011-12:

a. Transfers in excess of \$10,000.

<u>COSER</u> <u>NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER</u> <u>IN</u>	<u>TRANSFER</u> <u>OUT</u>
101	Career & Technical Education	A103-3869-150-0-00 Certified Salaries		\$31,350
		A103-3020-150-0-75 Certified Salaries		\$20,000
		A103-3020-150-0-74 Certified Salaries		\$19,500
		A102-3817-150-0-00 Certified Salaries		\$13,500
		A101-3020-815-0-74 Health Insurance		\$6,325
		A101-3020-151-0-74 Instructional Substitutes	\$12,792	
		A101-3020-816-0-74 Health Insurance	\$23,743	
		A102-3020-150-0-74 Certified Salaries	\$32,771	
		A103-3020-151-0-74 Instructional Substitutes	\$11,248	
		A103-3020-801-0-74 Post Employment	\$10,121	
		TOTAL	\$90,675	\$90,675
525	Staff Development: Certified & Administrative	A525-6261-150-0-00 Certified Salaries		\$22,170
		A525-6261-300-0-00 Supplies & Materials		\$1,619
		A525-6261-456-0-00 Mileage Expense		\$6,315
		A525-6261-819-0-00 HRA		\$4,755
		A525-6261-821-0-00 Vision Insurance		\$78
		A525-6261-822-0-00 HRA Administration		\$116
		A525-6261-440-0-00 Consultant	\$35,053	
		TOTAL	\$35,053	\$35,053
537	School/Curriculum Improvement	A537-6211-347-0-87 Auto Expenses		\$17,003
		A537-6211-150-0-12 Certified Salaries		\$11,469
		A537-6211-440-1-01 Consultant		\$30,000
		A537-6211-440-4-01 Consultant	\$30,000	
		A537-6211-801-0-00 Post Employment	\$17,003	
		A537-6211-160-0-12 N-I Salaries	\$2,822	
		A537-6211-811-0-12 NYS TRS	\$3,507	
		A537-6211-812-0-12 Comp. Insurance	\$247	
		A537-6211-815-0-12 Social Security	\$4,776	
		A537-6211-818-0-12 Unemployment Ins.	\$117	
		TOTAL	\$58,472	\$58,472

5. Budget Increases for 2012-13:

Item #	CoSer #	Title	Increase	From	To
011-13	101.000	Career and Technical Education	\$ 19,608	\$15,085,562	\$15,105,170
012-13	401.000	Arts in Education	\$ 1,698	\$ 376,152	\$ 377,850
013-13	506.000	Curriculum Development	\$ 26,527	\$ 739,636	\$ 766,163
014-13	508.000	Library Services/ Media	\$ 4,371	\$ 286,820	\$ 291,191
015-13	512.000	Computer Services, Instructional	\$ 3,395	\$ 2,621,774	\$ 2,625,169
016-13	513.000	Library Automation	\$ 200	\$ 260,850	\$ 261,055
017-13	525.000	Staff Development	\$ 60,283	\$ 1,224,824	\$ 1,285,107
018-13	527.000	Instructional Materials (Science Center)	\$ 103,338	\$ 380,507	\$ 483,845
019-13	537.000	School/Curriculum Improvement Planning	\$ 5,800	\$ 1,408,029	\$ 1,413,829
020-13	605.000	Computer Service: Management	\$ 75,516	\$11,514,992	\$11,590,508
021-13	606.000	Substitute Coordination (Sub-Teacher Registry)	\$ 8,684	\$ 109,113	\$ 117,797
022-13	612.000	Business Office Support (CBO)	\$ 2,040	\$ 3,844,811	\$ 3,846,851
023-13	617.000	Food Service Management: Central	\$ 28,700	\$ 1,574,262	\$ 1,602,962

These increases will be supported as follows:

011-13	101.000	Revenue received from Corning Community College, enrollment in ACE courses-\$19,608
012-13	401.000	Elmira-\$1,698
013-13	506.000	Genesee Valley BOCES-(Keshequa-\$26,527)
014-13	508.000	Hornell-\$1,638 and Watkins Glen-\$2,733
015-13	512.000	Campbell-Savona-\$2,000, Odessa-Montour-\$4,035 and Watkins Glen-(\$2,640)
016-13	513.000	Arkport- \$200
017-13	525.000	Bath-\$27,401, Campbell-Savona-\$16,441 and Canaseraga-\$16,441
018-13	527.000	Bath-\$7,000, Campbell-Savona-\$ 22,759, Canaseraga-\$9,328, Canisteo-Greenwood- \$12,259, Elmira-\$40,000 and Putnam-Westchester BOCES-(Mahopac-\$11,992)
019-13	537.000	Canaseraga-\$5,800
020-13	605.000	Bradford-\$1,080, Canaseraga-\$15,000, Campbell-Savona-\$1,000, Hammondsport-\$10,360, Horseheads-\$55,957, Spencer-Van Ethen-\$765, Putnam/Northern Westchester BOCES (Carmel-\$1,000), Chemung County-(\$6,742), TST BOCES (Candor-(\$2,056)) and Questar III BOCES (Wynantskill-(\$848))
021-13	606.000	Bath-\$8,684
022-13	612.000	Arkport-\$250, Canaseraga-\$250, Canisteo-Greenwood-\$250, Hornell-\$790, Jasper-Troupsburg-\$250 and Prattsburgh-\$250
023-13	617.000	Canaseraga-\$28,700

6. Budget Decreases for 2012-13:

Item #	CoSer #	Title	Decrease	From	To
024-13	403.003	Alternative Education Secondary	\$ 118,092	\$ 1,498,860	\$ 1,380,768

These decreases will be supported as follows:

024-13	403.003	Elmira-(\$163,512), Hornell-\$36,336 and Prattsburgh-\$9,084
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7. Transfers within programs for 2012-13:

a. Transfers in excess of \$10,000.

COSER NO.	PROGRAM	BUDGET CODE	TRANSFER IN	TRANSFER OUT
605	Computer Service: Management	A605-7710-411-8-08 Telephone		\$165,000
		A605-7710-200-8-99 Equipment		\$71,364
		A605-7710-400-8-24 Contract & Other		\$21,540
		A605-7710-402-A-00 Equipment Repair		\$68,571
		A605-7710-454-8-08 Photo Copying	\$165,000	
		A605-7710-411-8-99 Telephone	\$4,274	
		A605-7710-454-8-99 Photo Copying	\$67,090	
		A605-7710-454-8-24 Photo Copying	\$21,540	
		A605-7710-801-2-09 Post Employment	\$4,430	
		A605-7710-801-3-09 Post Employment	\$22,120	
		A605-7710-801-5-09 Post Employment	\$2,252	
		A605-7710-801-6-09 Post Employment	\$1,745	
		A605-7710-801-7-09 Post Employment	\$3,047	
		A605-7710-801-A-00 Post Employment	\$7,860	

A605-7710-801-B-09 Post Employment	\$5,647	
A605-7710-801-C-09 Post Employment	\$12,585	
A605-7710-801-E-00 Post Employment	\$2,002	
A605-7710-801-G-09 Post Employment	\$2,927	
A605-7710-801-L-00 Post Employment	\$1,781	
A605-7710-801-V-09 Post Employment	\$2,175	
	<hr/>	
	\$326,475	\$326,475

B. Federal Fund Establishments and Adjustments.

1. Budget Increases for 2011-12:

- a. Comprehensive Health and Wellness budget be increased by \$2,311.77 from \$14,988.08 to \$17,299.85. This is due to Post Employment & EBALR revenues for retiree payout.
- b. Equivalent Attendance (EA) budget be increased by \$4,277 from \$55,000 to \$59,277 due to increased number of contact hours.

2. Grant Acceptance and Budget Establishment for 2012-13

- a. 21st Century Community Learning Centers Grant be accepted and the budget established in the amount of \$895,703 for the period July 1, 2012 through June 30, 2013 as attached. Approval was received August 2, 2012.
- b. WIA/TANF Youth grant for services be accepted and the budget established in the amount of \$105,000 for July 1, 2012 – June 30, 2013 as attached. Approval was received July 20, 2012.
- c. Employment Preparation Education grant for services be accepted and the budget established in the amount of \$661,959 for July 1, 2012 – June 30, 2013 as attached. Approval was received August 1, 2012.
- d. Equivalent Attendance (EA) be accepted and budget established in the amount of \$55,000 for the period July 1, 2012 through June 30, 2013.

C. Purchasing.

1. Award Cooperative Bid GST 13-01 for Copy Paper on behalf of the following participating school districts: Addison, Arkport, Canaseraga, Canisteo-Greenwood, Elmira, Elmira Heights, Horseheads, Jasper-Troupsburg and Prattsburgh to Contract Paper Group based on low total bid.

Bids were opened August 13, 2012 and the following bids were received:

- a. Contract Paper Group
1531 Boettler Road, Suite E
Uniontown, OH 44685

b. W. B. Mason
379 Broad Street
Waverly, NY 14892

c. Xpedx
1059 West Ridge Road
Rochester, NY 14615

D. 2011-12 Internal Audit Report.

1. Acceptance of the 2011-12 Internal Audit Report of Revenue and Cash Management, as attached.
2. Approval of the corrective action plan, as attached.

E. Petty Cash Fund.

1. Close Wildwood Petty Cash Fund in the amount of \$100.00. Sharyl Hammond is the custodian.

F. Authorization to pay the following membership dues:

1. Association of Educational Service Agencies (AESAs) dues in the amount of \$575 for 2012-2013 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.



Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

REQUEST OF THE BOARD OF EDUCATION FOR ACCEPTANCE OF GRANT AWARD

Staff Contact Person: Diane Vang

Title of Grant: 21st Century Community Learning Centers

Funding Source: State of New York

Amount: \$895,703

Time Period Covered by Grant: 7/1/12 to 6/30/13

Collaborating Partner Agencies/Entities: Bradford Central School District, Odessa-Montour Central School District, Spencer-VanEtten Central School District, Watkins Glen Central School District, Cornell Cooperative Extension of Schuyler County, Schuyler County Catholic Charities, and Schuyler County Youth Bureau

Lead Agency: Greater Southern Tier BOCES

Target Population: 265 Middle School Students (grades 2-8) and their families from the four participating school districts.

Purpose(s) of Grant:

The purpose of the grant is to propel students into the future with the belief that they have the potential to reach high levels of personal achievement that extend far beyond the borders of the rural communities in which they live.

Staffing Needs (if any): GST BOCES will employ the Project Coordinator and typist. The site coordinators, program assistants,

and familiy support coordinators will be employed by grant partners.

Anticipated Activities/Staff Main Duties/Responsibilities:

This is the fifth year of a five year program. We continue to provide daily after-school activities at each of the four district site, consolidated field trips for expanding educational and personal development opportunities, and a summer program with career exploration, team building activities, and cultural experiences. The program has also refined its literacy and other supports to the involved families. The major goals are that the students will increase exposure to college and career opportunities, increase academic achievement, increase protective assets and goal setting skills; and that the parents will increase their knowledge and skills for building a home environment that supports high achievement for all family members. With great evaluations from the state, the program has grown tremendously and is now planning for district sustainability should grant funding end in June 2013.

mtm
7/26/06



Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

REQUEST OF THE BOARD OF EDUCATION FOR ACCEPTANCE OF GRANT AWARD

Staff Contact Person: Tim Driscoll/Chris Weinman

Title of Grant: WIA/TANF YOUTH

Funding Source: CSS WORKFORCE NEW YORK

Amount: \$105,000

Time Period Covered by Grant: 7/1/2012 to 6/30/2013

Collaborating Partner Agencies/Entities:

Lead Agency: Greater Southern Tier BOCES

Target Population: In school & out of school youth

Purpose(s) of Grant:

Intent is to increase the employment, retention, earnings & occupational skill attainment of participants.

Staffing Needs (if any): 1.44 FTE literacy instructors, part time hourly instructors and .03 administrative & support staff.

Anticipated Activities/Staff Main Duties/Responsibilities:

Case management, remedial services, life skills, problem solving skills, workplace readiness skills, basic skills proficiency and occupational training.



Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

REQUEST OF THE BOARD OF EDUCATION FOR ACCEPTANCE OF GRANT AWARD

Staff Contact Person: Tim Driscoll/Chris Weinman

Title of Grant: Employment Preparation Education

Funding Source: New York State Education Department

Amount: \$661,959

Time Period Covered by Grant: 7/1/2012 to 6/30/2013

Collaborating Partner Agencies/Entities:

Lead Agency: Greater Southern Tier BOCES

Target Population: Adults

Purpose(s) of Grant:

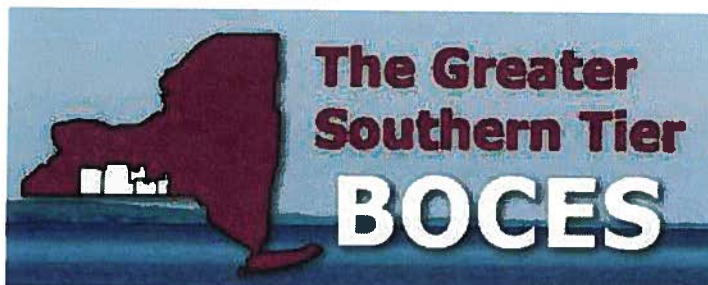
To provide assessment, literacy services and vocational training to adults.

Staffing Needs (if any): 4.3 FTE Literacy instructional staff as well as part time instructors and .70 support staff.

Anticipated Activities/Staff Main Duties/Responsibilities:

To provide literacy and vocational services to adults without a high school diploma.

**Board of Education
Greater Southern Tier BOCES
9579 Vocational Drive
Painted Post, NY 14870**



**Internal Audit of
Revenue and Cash Management**

Report for Fiscal Year 2011-2012
(July 1, 2011 – June 27, 2012)

July 2012



**Tompkins Seneca Tioga BOCES
Internal Audit Services**

Executive Summary

An internal audit typically includes the testing and evaluation of internal controls and a review of financial policies and procedures of an audit unit, closing with a formal conclusion on the audit objectives. Audit objectives can be modified to cover current events, or the needs, requests, and concerns of the Board.

Internal Audit performed an audit including interviews and process walk-throughs with key staff within Revenue and Cash Management. The results of the audit in summary were as follows:

- BOCES Business Office should issue pre-numbered receipt books to Adult Education for the collection of miscellaneous revenues. The numbering sequence of all receipt books issued should be tracked. When revenue is turned in to the Business Office, the receipt number sequence should be tracked to ensure all monies are being appropriately turned in.
- The BOCES Board should develop a comprehensive detailed administrative regulation governing Patron Services.
- The BOCES Business Office should issue pre-numbered service tickets/invoices for use in providing patron services, and the number sequence of the invoices should be tracked.
- The teachers responsible for Patron Services should not allow patrons to leave upon completion of services without collecting payment in full for those services. Also, pricing for services should be consistent, and calculated in order to cover the cost of materials only. This information should be consistent not only by patron, but also across the campuses.

Audit Scope, Objectives and Methodology

Scope:

Per New York State Education Law, and the Regulations of the Commissioner of Education, Internal Audit is required to perform annual testing and evaluation of one or more areas of BOCES internal controls, taking into account risk, control weaknesses, size, and complexity of operations. The audit of Revenue and Cash Management at Greater Southern Tier BOCES was conducted during late June 2012, and covered the period of July 1, 2011 through June 27, 2012.

Internal Audit is a department within Tompkins-Seneca-Tioga BOCES and is supervised by the Board of Education for the Greater Southern Tier (GST) BOCES under a cross-contracted cooperative services agreement. The findings and conclusions in this report are the responsibility of the Board and the Internal Audit Department.

Audit Objectives

To determine whether:

- Depositories are acceptable; adequate collateral has been pledged; and separate accounts are maintained for each fund where required.
- Revenues have been billed or charged and recorded at the correct amount and in the correct fund.
- Cash receipts are deposited intact in a timely manner.
- Sufficient documentation is required to support the balances presented for deposit.

Methodology:

The Internal Audit department complies with applicable regulations promulgated by the State Commissioner of Education and the school district's policies and procedures. Per New York Standards Internal Audit is required to audit at least one area of a district's internal controls each year.

Audit Procedures

The Board requested that Internal Audit perform an audit of Revenue and Cash Management. Samples were selected for internal control testing, along with discussions with key staff, and walk-throughs of key processes. Testing during this audit was focused on key controls within the Revenue and Cash Management areas, which

could or are likely to have a significant impact on the effectiveness and efficiency of Revenue and Cash Management.

Exceptions and Recommendations

Per New York Education Law, and the Regulations of the Commissioner of Education, Internal Audit is also required to recommend changes for strengthening controls and reducing identified risks, and to specify time frames for implementation of such recommendations.

1. *Adult Education Revenue Collection*

BOCES serves adult students in the Southern Tier of New York State and the surrounding region. Adults can obtain training for a new career, earn a high school diploma or take up a new hobby. BOCES also has computer training and on-site, customized courses.

Internal Audit noted that tuition and other miscellaneous revenues related to Adult Education are collected outside of the business office and either paper receipts are issued, or a receipt is created and issued out of the adult education student management system. The revenues are then sent to the Business Office regularly for deposit. There is no tracking of the pre-numbered paper or system receipts used by anyone in the Business Office, nor is there any type of daily or monthly revenue report sent with the checks/cash for tracking purposes.

Recommendation

BOCES Business Office should issue pre-numbered receipt books to Adult Education for the collection of miscellaneous revenues. The numbering sequence of all receipt books issued should be tracked. When revenue is turned in to the Business Office, the receipt number sequence should be tracked to ensure all monies are being appropriately turned in.

2. *Patron Services Revenue Collection*

In order for BOCES to best teach their students, they provide students with real world experience through patron services. Board Policy # 6250 states "The patron service account shall be managed in a manner to insure that direct costs associated with work authorized for patrons are recovered." Patrons are to be charged the cost of materials to receive services such as automotive repairs, cosmetology services, and shed or house construction from BOCES students.

At the time of service, students and/or teachers complete a pre-numbered service ticket/invoice. Along with the cash/check received as payment, a copy of this form is submitted to the Business Office upon completion of the service, and collection of the revenue. Internal Audited tested a sample of 103 service tickets/invoices from the Bush Campus for completion, and reasonable charges, and timeliness of deposit of revenues with the Business Office. The following items were noted:

- Patrons were charged inconsistent amounts for the cost of oil provided as part of a lube oil and filter service. Amounts charged included \$0, \$2.25/qt, \$3.50/qt, \$4.00/qt. In the situation where \$0 was charged, it was not clearly documented whether or not the patron provided their own oil.
- Sales tax was inconsistently charged on NYS Vehicle Inspections. Inspections are not subject to NYS sales tax.
- 29 out of the 103 invoices tested were not paid and submitted to the Business Office within 30 days of the services provided. This indicates that services are being provided by students, and patrons are not forced to pay at the time the service is completed. An aging of the number of days lapsed between the service and when the revenue was received by the Business Office is below.

	30-60 days	61-90 days	91-120 days	121-240 days	Totals
# of invoices	7	7	6	9	29 invoices
total \$ amount	\$ 2,591.02	\$ 176.68	\$ 351.66	\$ 615.86	\$ 3,735.22

Recommendations

The teachers responsible for Patron Services should not allow patrons to leave upon completion of services without collecting payment in full for those services. Also, pricing for services should be consistent, and calculated in order to cover the cost of materials only. Sales tax should not be charged on any NYS Vehicle Inspection. This should be consistent not only by patron, but also across the campuses.

BOCES should develop a detailed administrative regulation governing Patron Services. It should address things such as consistent pricing for services, proper completion of the service ticket, and mandatory payment for services at the time of pickup, without exception.

The BOCES Business Office should issue pre-numbered service tickets/invoices for use in providing patron services, and the number sequence of the invoices should be tracked. This will indicate if invoices are being held and revenues possibly not being timely collected.

Implementation Timeframe – September 1, 2012

Conclusion

Based on the results of audit testwork, Internal Audit believes controls and the related policies and procedures over Revenue and Cash Management are present, but could be enhanced. The aforementioned audit exceptions indicate weaknesses in the internal control system surrounding Revenue and Cash Management at the Greater Southern Tier BOCES. Implementation of the recommendations, along with strengthening and monitoring the policies and internal controls will further enhance the Revenue and Cash Management process, and help to ensure the audit objectives are accomplished.

Corrective Action Plan

Per New York State Education Law, and the Regulations of the Commissioner of Education, BOCES is required to formulate a corrective action plan in response to this audit report. It should individually address each of the exceptions noted above, indicating how BOCES plans to mitigate the risks identified. BOCES may elect to adopt the recommendations of Internal Audit as stated, or develop their own plan, as long as the plan adequately addresses the exceptions identified. Internal Audit reserves the right to comment on the adequacy of the BOCES's Corrective Action Plan.



*Innovation in creating student success
through cooperative services*



Corrective Action Plan

For the 2011-12 Internal Audit of Revenue and Cash Management

Adult Education Revenue Collection

Recommendation #1:

BOCES Business Office should issue pre-numbered receipt books to Adult Education for the collection of miscellaneous revenues. The numbering sequence of all receipt books issued should be tracked. When revenue is turned in to the Business Office, the receipt number sequence should be tracked to ensure all monies are being appropriately turned in.

Corrective Action Plan for Recommendation #1

The BOCES Business Office will perform the duties as stated in Recommendation #1.

Patron Services Revenue Collection

Recommendation #2:

The teachers responsible for Patron Services should not allow patrons to leave upon completion of services without collecting payment in full for those services. Also, pricing for services should be consistent, and calculated in order to cover the cost of materials only. Sales tax should not be charged on any NYS Vehicle Inspection. This should be consistent not only by patron, but also across the campuses.

Corrective Action Plan for Recommendation #2

The Business Administrator will work with the principals from BOCES' three campuses to determine if a standard price point for services can be achieved. At a minimum, each separate campus will ensure that a standard price is being charged for each service offered. The Business Administrator is also working with the principals to establish an administrative regulation that addresses the various aspects of Patron Services as stated in Recommendation #2. Regarding payments for services, there are some occasions where it is not possible for payment to be

made immediately upon completion of services. In these cases, at a minimum, the teachers responsible for Patron Services will ensure that payment is made within 48 business hours of the service being performed.

Recommendation #3:

BOCES should develop a detailed administrative regulation governing Patron Services. It should address things such as consistent pricing for services, proper completion of the service ticket, and mandatory payment for services at the time of pickup, without exception.

Corrective Action Plan for Recommendation #3

The Business Administrator is working with the principals from each campus to develop a detailed administrative regulation governing Patron Services. This regulation will address the issues as stated in Recommendation #3.

Recommendation #4:

The BOCES Business Office should issue pre-numbered service tickets/invoices for use in providing patron services, and the number sequence of the invoices should be tracked. This will indicate if invoices are being held and revenues possibly not being timely collected.

Corrective Action Plan for Recommendation #4

The BOCES Business Office will ensure that a standard service ticket is used at each campus. The service tickets will be pre-numbered and the numbers of the tickets that are provided to each campus will be tracked by the Business Office. A quarterly follow-up will occur to match the tickets distributed versus the tickets returned. This will ensure all tickets are accounted for and all revenues collected.

PERSONNEL

Upon the recommendation of the Interim Superintendent, and on the motion of _____, seconded by _____, it is resolved that the following personnel actions are hereby taken:

A. Resignations

1. Jennifer Beilke

Position: Teacher, English to Speakers of Other Languages
Effective: August 31, 2012
Date of Hire: February 1, 2010
Reason: other employment

2. Tara Bolt

Position: Teacher, CNEBS and Computer Exploration
Effective: July 18, 2012
Date of Hire: September 3, 2009
Reason: invoking §31.6 of the EA contract, waiving all rights to recall and unemployment insurance, and terminating any and all statutory and contractual rights except for the stipend of \$2500

3. Michael Bostwick

Position: STEM Curriculum Mentor
Effective: July 13, 2012
Date of Hire: September 6, 2011
Reason: other employment

4. Ellen Myers

Position: Teacher, English to Speakers of Other Languages
Effective: August 21, 2012
Date of Hire: January 3, 2008
Reason: other employment

5. John Owens

Position: Teacher, CISCO Academy
Effective: August 1, 2012
Date of Hire: September 1, 2000
Reason: other employment

6. Katelynn Reed

Position: Teacher, Special Education
Effective: August 10, 2012

Date of Hire: September 7, 2010
Reason: moving out of state

7. Nicholas Westerfer

Position: Computer Programmer/Analyst
Effective: end of day July 20, 2012
Date of Hire: May 10, 2011
Reason: other employment

B. Elimination of Positions

1. **Payroll Clerk**, one full-time (1.0 FTE), 12 month position, Coopers Education Center, effective July 23, 2012, due to a resignation and the Civil Service reclassification of the position to Senior Account Clerk.
2. **Insurance Clerk**, one full-time (1.0 FTE), 12 month position, Bush Education Center, effective August 8, 2012, due to the Civil Service reclassification of the position to Computer Program Assistant.

C. Creation of Positions

1. **Senior Account Clerk**, one full-time (1.0 FTE), 12 month position, Bush Education Center, effective July 23, 2012, due to the Civil Service reclassification of the position of Payroll Clerk.
2. **Computer Program Assistant**, one full-time (1.0 FTE), 12 month position, Bush Education Center, effective August 8, 2012, due to the Civil Service reclassification of the position of Insurance Clerk.
3. **STEM Curriculum Mentor**, one full-time (1.0 FTE), 10 month, school calendar position, Dormann Library and Bush Education Center, effective September 4, 2012, due to the increase in Districts' requests for services.
4. **Occupational Therapist**, one part-time (.4 FTE), 10 month, school calendar position, Odessa-Montour CSD and Elmira CSD, effective September 4, 2012, due to the increase in Districts' requests for services.
5. **Teacher, Special Education**, one full-time (1.0 FTE), 10 month, school calendar position, Bush Education Center, effective September 4, 2012, due to the increase in Districts' requests for services.
6. **Teaching Assistant**, eight (8) full-time (1.0 FTE), 10 month, school calendar positions, Bush Education Center, effective September 4, 2012, due to the reconfiguration of services within the BOCES to meet SED requirements.
7. **Adult Education LPN Instructor**, one full-time (1.0 FTE), 12 month position, Coopers Education Center and various clinical sites, effective August 1, 2012,

due to the increase in Districts' requests for services.

D. Increase or Decrease to position

1. **Teacher, New Visions Medical**, one 10 month, school calendar position, increased from part-time (.5 FTE) to full-time (1.0 FTE), effective September 4, 2012, due to the increase in Districts' requests for services.
2. **Occupational Therapist**, one 10 month, school calendar position, increased from part-time (.5 FTE) to full-time (1.0 FTE), effective September 4, 2012, due to the increase in Districts' requests for services.
3. **Teacher, Music**, one 10 month, school calendar position, increased from part-time (.7 FTE) to full-time (1.0 FTE), effective September 4, 2012, due to the increase in Districts' requests for services.
4. **Physical Therapist**, one 10 month, school calendar position, decreased from full-time (1.0 FTE) to part-time (.5 FTE), effective September 4, 2012, due to the decrease in Districts' requests for services.

E. Increase or Decrease in Assignment

1. **Theresa Bracken, Teacher, New Visions Medical**, increased from .5 FTE to 1.0 FTE, 10 month, School Calendar position; Wildwood Education Center; effective September 4, 2012; Tenure Area of Health Occupations - Practical Nursing; Certification of Practical Nursing 7-12, Initial, September 1, 2010 through August 31, 2015, Probationary Period continues through October 8, 2014 (probation began during previous full-time appointment, which employee voluntarily accepted decrease to part-time); Salary \$62,978.00 per year, (step 15 + Credit Hour Stipend + Degree Stipend); due to the increase in Districts' requests for services.
2. **Tanya Konopski, Occupational Therapist**, increased from .5 FTE to 1.0 FTE, 10 month, school calendar position; Arkport CSD and Canaseraga CSD; effective September 4, 2012; Salary \$52,417.00 per year, (step 8 + Credit Hours Stipend + Certificate Stipend + Special Education Stipend); due to the increase in Districts' requests for services.
3. **Michael Creegan, Teacher, Music**, increased from .7 FTE to 1.0 FTE, 10 month, school calendar position; Hornell CSD, Campbell-Savona CSD, Corning-PP CSD and Alfred-Almond CSD; effective September 4, 2012; Tenure Area of Music; Certification of Music, Initial, Time Extension, February 1, 2012 through January 31, 2014, Probationary Period of September 4, 2012 through September 3, 2015; Salary \$46,006.00 per year, (step 3 + Credit Hours Stipend + Degree Stipend + Special Education Stipend); due to the increase in Districts' requests for services.

4. **Sarah Pragle, Physical Therapist**, decreased from 1.0 FTE to .5 FTE, 10 month, school calendar position; Campbell-Savona CSD, Hornell Host Site and Bradford CSD; effective September 4, 2012; Salary \$51,679.00 per year, pro-rated (step 9 + Credit Hours Stipend + Degree Stipend + Certificate Stipend + Special Education Stipend); due to the decrease in Districts' requests for services.

F. Changes in Appointments

1. **Pamela Stevens, Account Clerk**, correct salary from July 10, 2012 BOE from \$17.77 per hour (grade 5, step 9, 7.5 hours/day) to \$18.02 per hour (grade 5, step 9 + longevity, 7.5 hours/day).
2. **Cindy Luedeman, Senior Account Clerk**, correct salary from July 10, 2012 BOE from \$21.44 per hour (grade 9, step 12, 7.5 hours/day) to \$23.09 per hour (grade 9, step 12 + longevity, 7.5 hours/day).
3. **Emily Solometo, Education Grant Specialist**, full-time (1.0 FTE), 12 month position, from Provisional to **Probationary**, Competitive Civil Service appointment, Civil Service Open Competitive List # 69360, effective July 11, 2012, Probationary Period July 11, 2012 through July 10, 2013, no change in salary, due to successful completion of Civil Service exam.
4. **Celeste Berkley, Insurance Clerk**, reclassified to **Computer Program Assistant**, full-time (1.0 FTE), 12 month position, **Probationary**, Competitive Civil Service appointment, Civil Service Open Competitive List # 15729, Bush Education Center, effective August 8, 2012, Probationary Period of August 8, 2012 through August 7, 2013, no change to salary, due to the Civil Service reclassification of the Insurance Clerk position to Computer Program Assistant.
5. **John Craft, Microcomputer Repair Technician**, promoted to **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, **Provisional**, Competitive Civil Service appointment, Bush Education Center, effective July 23, 2012, salary \$38,000.00 per year, pro-rated, due to a resignation.
6. **William J. Knowles, Network Technology Specialist**, promoted to **Computer Programmer Analyst**, full-time (1.0 FTE), 12 month position, **Provisional**, Competitive Civil Service appointment, Bush Education Center, effective September 17, 2012, salary \$37,950.00 per year, pro-rated, due to a resignation.

G. Tenure Appointments

1. **Scott Johnson**
Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions
– General Special Education

Effective Date of Tenure: September 2, 2012
Certification Status: Students with Disabilities, Grades 5-9, Generalist,
Initial, September 1, 2008 through August 31, 2013

2. Pamela Luce

Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions
– General Special Education
Effective Date of Tenure: September 2, 2012
Certification Status: Students with Disabilities, Grades 7-12, English,
Professional, February 1, 2012

3. Caitlin DiPetta

Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions
– General Special Education
Effective Date of Tenure: September 3, 2012
Certification Status: Students with Disabilities, Grades 7-12, Biology,
Initial, September 1, 2009 through August 31, 2014

4. Nichole Hicks

Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions
– General Special Education
Effective Date of Tenure: September 3, 2012
Certification Status: Students with Disabilities, Grades 1-6, Initial,
February 1, 2009 through January 31, 2014

5. Caitlin Keller

Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions
– General Special Education
Effective Date of Tenure: September 3, 2012
Certification Status: Students with Disabilities, Grades 5-9, Generalist,
Initial, February 1, 2009 through January 31, 2014

6. Jennifer Lazarou

Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions
– Education of Speech and Hearing Handicapped
Children
Effective Date of Tenure: September 3, 2012
Certification Status: Speech and Language Disabilities, Initial,
September 1, 2009 through August 31, 2014

7. Emily Mehlenbacher

Position: Teacher

Tenure Area: Social Studies 7-12
Effective Date of Tenure: September 3, 2012
Certification Status: Social Studies 7-12, Initial, September 1, 2008 through August 31, 2013

8. Carol Perkins

Position: Teacher
Tenure Area: Cosmetology Occupations (Cosmetology)
Effective Date of Tenure: September 3, 2012
Certification Status: Cosmetology/Barbering 7-12, Professional, September 1, 2010

9. Lu Ann Samski

Position: Teaching Assistant
Tenure Area: Teaching Assistant
Effective Date of Tenure: September 3, 2012
Certification Status: Level 3, September 1, 2011 through August 31, 2016

10. Betty Fain

Position: School Social Worker
Tenure Area: School Social Worker
Effective Date of Tenure: September 3, 2012
Certification Status: School Social Worker, Permanent, September 1, 2011

11. Maureen Liberto

Position: Curriculum Mentor
Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data
Effective Date of Tenure: September 6, 2012
Certification Status: English 7-12, Permanent, September 1, 2000

12. Lynn Miles

Position: School Psychologist
Tenure Area: School Psychologist
Effective Date of Tenure: September 7, 2012
Certification Status: School Psychologist, Permanent, September 1, 2007

13. Carolyn Parker

Position: Teacher
Tenure Area: Education of Children with Handicapping Conditions – Education of Deaf Children
Effective Date of Tenure: September 7, 2012
Certification Status: Deaf and Hard of Hearing, Initial, September 1,

2010 through August 31, 2015

14. Kelly Smith

Position: Teacher
Tenure Area: Remedial Reading
Effective Date of Tenure: September 7, 2012
Certification Status: Literacy (Grades 5-12), Professional, February 1, 2008 through January 31, 2013

15. Theresa Keesey

Position: Teacher
Tenure Area: Middle Grades
Effective Date of Tenure: September 8, 2012
Certification Status: Generalist in Middle Childhood Education, Professional, September 1, 2009 through August 31, 2014

16. Kerry Gush

Position: School Social Worker
Tenure Area: School Social Worker
Effective Date of Tenure: September 10, 2012
Certification Status: School Social Worker, Permanent, February 1, 2012

H. Recalls

1. Lacey Knapp

Position: Teacher, Special Education, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment
Tenure Area: Education of Children with Handicapping Conditions – General Special Education
Effective: September 4, 2012
Certification Status: Students with Disabilities, Grades 1-6, Initial, February 1, 2011 through January 31, 2016
Probationary Period: continues through October 2, 2014
Location: Savona Elementary School, Campbell-Savona CSD
Salary: \$42,552.00 per year (step 2 + Special Education Stipend)
Reason for Appt: due to the increase in Districts' requests for services

2. Samuel Sanfratello

Position: Teacher, Special Education, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment
Tenure Area: Education of Children with Handicapping Conditions – General Special Education

Effective: September 4, 2012
 Certification Status: Students with Disabilities, Grades 7-12, Mathematics, Initial, September 1, 2010 through August 31, 2015
 Probationary Period: continues through January 10, 2015
 Location: Horseheads Middle School, Horseheads CSD
 Salary: \$45,823.00 per year (step 2 + Credit Hours Stipend + Degree Stipend + Special Education Stipend)
 Reason for Appt: due to the increase in Districts' requests for services

3. Leslie Brewer

Position: Occupational Therapist, part-time (.4 FTE), 10 month, school calendar position, Competitive, Permanent, Civil Service appointment
 Effective: September 4, 2012
 Probationary Period: full-filled
 Location: Arkport CSD and Canaseraga CSD
 Salary: \$50,212.00 per year, pro-rated (step 8 +Credit Hours Stipend +Certificate Stipend + Special Education Stipend)
 Reason for Appt: due to the increase in Districts' requests for services

I. Appointments

1. Georgia Weed

Position: **Staff Development Coordinator**, full-time (1.0 FTE), 12 month position, **Probationary** appointment
 Effective: August 20, 2012
 Location: Arkport CSD, Canaseraga CSD and Bush Education Center
 Education: Certificate of Advanced Study, Educational Administration, SUNY Brockport
 Tenure Area: Staff Development Coordinator
 Certification: School District Leader, Professional February 1, 2010
 Probationary Period: August 20, 2012 through August 19, 2015
 Experience: 7 years
 Salary: \$68,000.00 per year, pro-rated
 Reason for Appt: due to a resignation

2. Katie McDonough

Position: **Principal of Special Education**, full-time (1.0 FTE), 12 month position, **Probationary** appointment
 Effective: August 23, 2012
 Location: Elmira and Horseheads Host Sites
 Education: Master of Education, Special Education, Mansfield University
 Tenure Area: Principal of Special Education
 Certification: School Administrator/Supervisor, Permanent,

September 1, 2012
Probationary Period: August 23, 2012 through August 22, 2015
Experience: 5 years
Salary: \$77,000.00 per year, pro-rated
Reason for Appt: due to a retirement

3. Robert Lorden

Position: **Assistant Principal of Special Education**, full-time (1.0 FTE), 12 month position, **Probationary** appointment
Effective: August 23, 2012
Location: Corning-PP and Campbell-Savona Host Sites
Education: Master of Science, Childhood Education, Elmira College
Tenure Area: Assistant Principal of Special Education
Certification: School Building Leader, Initial, September 1, 2011 through August 31, 2016
Probationary Period: August 23, 2012 through August 22, 2015
Experience: no administrative experience
Salary: \$68,000.00 per year, pro-rated
Reason for Appt: due to increased needs in Special Education

4. Matthew Talada

Position: **Assistant Principal, Career and Technical Education**, full-time (1.0 FTE), 12 month position, **Probationary** appointment
Effective: September 4, 2012
Location: Bush Education Center
Education: Certificate of Advanced Study, Educational Administration, SUNY Brockport
Tenure Area: Assistant Principal
Certification: School Building Leader, Initial, September 1, 2011 through August 31, 2016
Probationary Period: September 4, 2012 through September 3, 2015
Experience: 1 year
Salary: \$69,360.00 per year, pro-rated
Reason for Appt: due to a resignation

5. William Giancoli

Position: **STEM Curriculum Mentor**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: September 4, 2012
Location: Bush Education Center
Education: Master of Science, Childhood Education, Salem State College
Tenure Area: Instructional Support Services in Curriculum and

Certification: Differentiated Instruction Incorporating the Analysis of Student Performance Data
Generalist in Middle Childhood Education (Grades 5-9), Initial, September 1, 2009 through August 31, 2014
Probationary Period: September 4, 2012 through September 3, 2015
Experience: 14 years
Salary: \$55,639.00 per year (step 10 + Credit Hours Stipend + Degree Stipend)
Reason for Appt: due to a resignation **Michael Bostwick**

6. Paul Spara

Position: **STEM Curriculum Mentor**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: September 4, 2012
Location: Dormann Library and Bush Education Center
Education: Master of Science, Chemistry Education, SUNY Albany and Dartmouth College
Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data
Certification: Chemistry 7-12, Initial, February 1, 2009 through January 31, 2014
Probationary Period: September 4, 2012 through September 3, 2015
Experience: 22 years
Salary: \$56,081.00 per year (step 10 + Credit Hours Stipend + dual Degree Stipend)
Reason for Appt: due to the increase in Districts' requests for services

7. David Hamilton

Position: **Teacher, Heavy Equipment**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: September 4, 2012
Location: Coopers Education Center
Education: High School Diploma, Corning-PP CSD
Tenure Area: Vehicle Maintenance and Repair Occupations - Vehicle Mechanical Repair (including Heavy Equipment Repair)
Certification: Vehicle Mechanical Repair (including Heavy Equipment Repair) 7-12, Transitional A, September 1, 2012 through August 31, 2015
Probationary Period: September 4, 2012 through September 3, 2015
Experience: 14 years
Salary: \$55,878.00 per year (step 10 + Credit Hours Stipend)
Reason for Appt: due to a retirement **Robert DeMonstoy**

8. Tammy Divens

Position: **Teacher, Nurse Assisting**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment

Effective: September 4, 2012

Location: Coopers Education Center

Education: Associate in Applied Science, Nursing, Corning Community College

Tenure Area: Health Occupations – Practical Nursing

Certification: Practical Nursing 7-12, Initial, September 1, 2012 through August 31, 2017

Probationary Period: September 4, 2012 through September 3, 2015

Experience: 10 years

Salary: \$53,148.00 per year (step 10)

Reason for Appt: due to a retirement

9. Molly Batrowny

Position: **Teacher, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment

Effective: September 4, 2012

Location: Bush Education Center

Education: Bachelor of Arts, Communication Studies, SUNY Cortland

Tenure Area: Education of Children with Handicapping Conditions – General Special Education

Certification: Students with Disabilities (grades 1-6), Initial, February 1, 2009 through January 31, 2014

Probationary Period: September 4, 2012 through September 3, 2014, previously tenured

Experience: 3 years

Salary: \$44,825.00 per year (step 4 + Special Education Stipend)

Reason for Appt: due to the increase in Districts' requests for services

10. Thomas Wilkinson

Position: **Teacher, Integrated ELA**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment

Effective: September 4, 2012

Location: Bush Education Center

Education: Master of Arts, Education, Empire State College

Tenure Area: English

Certification: English Language Arts 7-12, Initial, September 1, 2011 through August 31, 2016

Probationary Period: September 4, 2012 through September 3, 2015

Experience: substitution
Salary: \$44,185.00 per year (step 1 + Credit Hours + Degree Stipend)
Reason for Appt: discontinuation of employment of previous employee

11. MaryEileen Morrow

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12 month position, Civil Service, Competitive, **Probationary** appointment, Civil Service List #61880
Effective: July 23, 2012
Location: Bush Education Center
Education: High School Diploma, Horseheads CSD
Probationary Period: July 23, 2012 through July 22, 2013
Experience: no payroll experience
Salary: \$31,000.00 per year, pro-rated (7.5 hours per day)
Reason for Appt: due to a resignation

12. Paul O'Malley

Position: **Health and Safety Compliance Specialist**, full-time (1.0 FTE), 12 month position, Civil Service, Competitive, **Provisional** appointment, pending Civil Service exam
Effective: August 6, 2012
Location: Binghamton CSD
Education: Bachelor of Technology, Electro-Mechanical Engineering Technology, SUNY Binghamton
Experience: 9 years
Salary: \$45,000.00 per year, pro-rated (8.0 hours per day)
Reason for Appt: due to the increase in Districts' requests for services

13. Susan Yochum

Position: **Adult Education LPN Instructor**, full-time (1.0 FTE), 12 month position, **Unclassified** appointment
Effective: September 1, 2012
Location: Coopers Education Center
Education: Associate in Applied Science, Nursing, Corning Community College
Certification: Job Skills Training Instructor, Adult Education Certificate, September 1, 2009 through August 31, 2012
Experience: 7 years
Salary: \$44,000.00 per year, pro-rated
Reason for Appt: due to the increase in Districts' requests for services

J. Temporary Appointments

1. Steven Schoonmaker

Position: **Interim Business Official**
Effective: July 1, 2012 through October 31, 2012
Location: Elmira CSD
Salary: \$325.00 per day, time-sheet basis
Reason for Appt: due to a resignation and pending search for permanent replacement

2. Eugene Mastin

Position: **Chief Information Officer**, hourly, time-sheet, as needed basis, 12 month position
Effective: July 1, 2011 through June 30, 2013
Location: Canaseraga CSD
Salary: \$19.75 per hour, time-sheet, as needed basis
Reason for Appt: state reporting duties for Canaseraga CSD, as requested by the district

3. Danielle Major

Position: **Assistant Principal of Special Education**, full-time (1.0 FTE), 12 month position, **Temporary** appointment, pending completion of certification requirements
Effective: August 23, 2012, 2012 through June 30, 2013
Location: Bush Education Center
Education: Master of Science, Counseling, Alfred University
Certification: no administrative certificate, School Building Leader Internship Certificate needed
Experience: no administrative experience
Salary: \$68,000.00 per year, pro-rated
Reason for Appt: due to a promotion to Principal

4. Kristen Wilson

Position: **School Psychologist**, part-time (.8 FTE), 10 month, school calendar position, **Temporary** appointment, pending completion of certification requirements
Effective: September 4, 2012 through June 21, 2013
Location: Addison CSD
Education: Master of Arts, Clinical Psychology, University of Maryland
Certification: none; School Psychology, Provisional renewal required
Experience: 1 year
Salary: \$54,944.00 per year, pro-rated (step 2 + Credit Hours Stipend + Degree Stipend + Special Education Stipend)
Reason for Appt: due to the increase in Districts' requests for services

5. Christina Regula

Position: **Adult Education LPN Instructor**, full-time (1.0 FTE),
12 month position, **Temporary** appointment, pending
completion of certification requirements
Effective: August 1, 2012
Location: Coopers Education Center and various clinical sites
Education: Bachelor of Science, Nursing, University of Rochester
School of Nursing
Certification: none, Job Skills Training Instructor, Adult Education
Certificate pending
Experience: 3 years
Salary: \$48,861.00 per year, pro-rated
Reason for Appt: due to the increase in Districts' requests for services

K. Annual Stipends, effective July 1, 2012 through June 30, 2013

1. Computer Services Center

a. Kris Manns, Medicaid Team Leader, Stipend \$2,500

REPORT OF TEMPORARY AND SUBSTITUTE PERSONNEL6-L
August 28, 2012**Substitute Appointments**

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date***</u>
Adams, James	Teacher	\$65.00/day	09/04/2012	***
Adams, James	Teaching Assistant	\$65.00/day	09/04/2012	***
Cavaluzzi, Olivia	Teacher	\$75.00/day	09/01/2012	***
Hall, Abigail	Clerk (Print Shop only)	\$8.50/hour	07/30/2012	***
Keefer, Gregory	Courier	\$8.50/hour	07/23/2012	***
McCarty, Joseph	Clerk (Print Shop only)	\$8.50/hour	08/08/2012	***
Paul-Olcott, Sarah	Teacher Aide	\$8.00/hour	09/05/2012	***

End Substitute Appointments

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Ervay, Roy	Courier			07/24/2012
Kawzenuk, Stephanie	Teacher & Teacher Aide			06/30/2012
Melville, Margaret	Payroll Specialist			06/30/2012
Perkins, Adrian	Teacher & Teacher Aide			06/30/2012

Temporary Appointments

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Crouch, Mary Lynne	Adult Ed Practical Nursing Instructor	\$25.00/hour	08/01/2012	***
Halm, April	Adult Ed Practical Nursing Instructor	\$25.00/hour	08/01/2012	***
McAnany, Jeanne	Summer Academy Instructor	\$25.00/hour	06/25/2012	06/29/2012
Woughter, Paul	Summer Academy Instructor	\$25.00/hour	07/09/2012	07/13/2012

CTE Summer Academy Instructor-21st Century Grant, \$25/Hour, 7/23/2012 thru 7/26/2012

<u>Name</u>	<u>Name</u>
Bolt, Tara	Lotocky, Tammy
Bryant, Matthew	Owens, John
Hugg, Megan	Post, Courtney
Husband-Cohen, Cynthia	Semski, LuAnn
Limoncelli, Amy	

CTE Summer of Innovation Instructor-Culinary Arts, \$25/Hour, 7/30/12 thru 8/3/2012

<u>Name</u>
Mecum, Karen

Cosmetology Summer School Program, July 2, 2012 thru July 27, 2012

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Perkins, Carol	Teacher	\$41.22/hour
Kinnerney-Bradley, Karen	Teaching Assistant	\$19.00/hour

Internships/Student Teachers/Field Experience

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Caccia, Christopher	Student Intern-IT Desktop Support	NA	07/09/2012	12/21/2012
Knowles, Jeremiah	Student Teacher	NA	09/04/2012	10/26/2012
Stephens, Keith	Student Intern-IT Desktop Support	NA	05/07/2012	06/30/2013

Student Aide Appointments - Broad Horizons Academy

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Rice, Damien	Student Aide	\$7.25/hour	07/19/2012	06/30/2017

Extended School Year Temporary Appointments, effective July 9, 2012 through August 17, 2012 with July 6, 2012 and August 18, 2012 being used as staff days for Teachers and Related Services Staff, located at Bath CSD and Hornell Intermediate School. August 20, 2012 being used as staff day for Teachers and Related Services Staff located at Bush Education Center, Cohen Middle School and TA Edison High School.

<u>Name</u>	<u>Position</u>
Baumann, Mary	Teacher
Jones, Marlene (Beth)	Substitute Teacher
O'Brian-Cosselmon, Deb	Substitute Teacher Aide
Overacker, Pamela	Substitute Teacher Aide
Peck, Crystal	Teacher Aide
Trescott, Jane	Teacher Aide
Wardwell, Kami	Teacher Aide
Winfield, Denise	Teacher Aide

Curriculum/Staff Development Workshops, 7/1/2012 thru 6/30/2013, \$17.50/hour

<u>Name</u>	<u>Name</u>
Adams, James	Churchman, Natalie
Adams-Armstrong, Guila	Comer, Lisa
Amey, Susan	Conklin, Christine
Anglehart, Karen	Conklin, Kim
Aquilio, Julie	Conklin, Steven
Arnold, Kim	Cornell, Randall
Arnts, William	Cranmer, David
Balliet, Kimberly	Crissey, Tammy
Bankaitis, Ellen	Curtis, Karen
Bartley, Robert	DeNunzio, Marcy
Bates, Marcy	Dieterle, Katie
Batulis, Patricia	Doren, Pamela
Becker, Scott	Durr, Kendra
Beirne, Gina	Elsenheimer, Barbara
Bethka, Gregory	Fargo, Karin
Biddle, Kate	Finnerty, Stacy
Brant, Charlene	Fitch-Williams, Linda
Bruning, Ruth	Fortin, Christa
Bryson, Neil	Frei, Maureen
Buckley, Kathryn	Fullmer, Melissa
Butler, Elizabeth	Gardner, Kim
Cady, Lori	Gentile, Gabrielle
Carpenter, Brian	Gill, Teresa
Carr, Todd	Gillette, Hether

Curriculum/Staff Development Workshops, 7/1/2012 thru 6/30/2013, \$17.50/hour

<u>Name</u>	<u>Name</u>
Groll, Diane	Randall, Steven

Hain, Andrew	Rawady, Christina
Ham, Shelby	Reib, Eileen
Harris, Christel	Roberts, Denise
Hauptman, Betsy	Russ, James
Hayes, Kristine	Rutherford, Rosemarie
Henry, Kimberly	Schrage, Kelly
Hilsdorf, Eileen	Schultz-Ahearn, Melissa
Hoag, Nicole	Scott, Andrew
Hoppel, Molly	Sharp, Timothy
Hopper, Dawn	Shaw, Jamie
Horton, Margaret	Shelton, Anne
Hughes, Hollie	Sinclair, Alise
Johner, Jennifer	Skella, Jillian
Kamas, Shannah	Smith, Kristina
Kelley, Scott	Speciale, Laurie
Kennison, Nancy	Stevenson, Patricia
Littlefield, Stephanie	Stoltzfus, Kim
Longwell, Laurel	Stratton, Julie
Lupo, Wendy	Sutryk, Tresfina
Matteson, Jeanne	Van Zile, Jamie
McCawley, Adam	Van Leeuwen, Christopher
McGee, Ryan	Vance, Carley
McInroy, Dawn	VanDelinder, Debra
Murray, Kelly	VanDeWater, Mark
Nelson, David	Voorhees, Laura
Nugent, Shawn	Wheaton, Sandra
O'Donnell, Wendy	Wistuk, Karen
Pabody, Susan	Zahorian, Susan
Parker, Randy	Zielinski, Steven
Perth, Kristin	
Pfleegor, Gina	
Pilling-Whitney, Kathy	
Potter, Sarah	

***No end date indicates position is ongoing.

Regional Summer School Temporary Appointments, effective July 9, 2012 through August 17, 2012 located at Elmira, Horseheads, Corning, Campbell-Savona, Hornell, Prattsburg, Watkins Glen and Waverly.

Clerical, \$13.31 per hour

CLARK, CYNTHIA L.
CLARK, MARCY J.
FAGNAN, NANCY L.
FULLER, PATRICIA
LAKOMY, AMY L.
LOWERY, SHARON
NICHIPORUK, DAUN M.
PARK, MARY E.

Registered Nurse, \$18.04 per hour

GREENO, KIMBERLY E.
PITTS, BETH F.
SCAGLIA, DIANE
SILVERS, DIANE
THORSLAND, MENDY

Teacher, \$26.00 per hour

ALLEN, CHRISTOPHER	GAJDOS, ANDREW I.	NICOLAE, KIMBERLY
ALLISON, MORGAN	GAVICH, GREGORY	O'BRIAN, KEVIN C.
ANDERSON SR, JAMES R.	GEBHARD, GLENN	OEST, STEPHANIE J.
AGOSTINHO, MICHAEL	GEORGIA, JOAN	O'HARA, ANNELOISE
ASIELLO, JULIE	GIROLAMO, PETER	PARASILITI, NICOLE
BADGER, AIMEE	GRACE, DAVID J.	PARTRIDGE, TRISTA R.
BALASH, MICHAEL A.	GRAY, KATIE E.	PATELUNAS, KELLY T.
BALLIETT, SARA M.	GRIFFIN, PAMELA	PRUNOSKE, JOSEPH J.
BARNED, KEITH	GROFF, JOELLE M.	RING, THOMAS W.
BARTHOLOMEW, KATE	GROVER, JANE D.	RODGERS, MARY
BATROWNY, GEORGE	GUYETTE, DAVID JR C.	ROSETTIE, WILLIAM
BATROWNY, MOLLY	HARP, EARL	ROSKO, KEVIN F.
BECKER, VICTORIA	HERRICK, JEFFREY W.	ROTHENBERG, DONNA
BEIRNE, GINA	HESCH, ROBERT S.	RUMSEY, LEIGH A.
BELANGER, GREGORY P.	HOLDEN, JAMES P.	RUSSO, CRISSIE-ANN M.
BENNETT, MELINDA M.	HUGG, JUSTIN M.	RYAN, SUSAN
BONHAM, JAMIE R.	HY, PHILIP	SATTERFIELD, DIANA
BOWEN, MEGAN	HYDE, JAMY	SCHNURLE-DAVIS, MONICA
BOWSER, CALEN A.	IACOVAZZI, DOMINICK	SHADDOCK, SCOTT A.
BRAYMAN, JASON	JENSEN, REBECCA	SCHRADER, REBECCA
BRICE-HYDE, JAMY	JEWELL, GILLIAN	SHEETS, MARY ANN
BROWN, CARLIE	JEWETT, ARTI	SHELFORD, AMY
BROWN, DENNIS	JOHNSON, RYAN L.	SHEPARD, JEREMY A.
BROWN, ERICA	JONES, SARAH	SIRIANNI, JULIA
BROWN, REBECCA	KANSKO-BROWNE, KRIS A.	SITKOWSKI, GLORIA

BRUEN, GRETA
BUTLER, AMBER
CACCIOLA, ARTHUR A.
CALKINS, CHRISTA
CAMPBELL, ANDREW E.
CARPENTER, GERALD S.
CARRETTO, KATHERINE L.
CASWELL, NANCY
CAVALLARO, DAVID W.
CHAMPLIN, JEFF
COFFED, JORDAN
COOTS, LORNA
CRANMER, DAVID S.
DEBOLT, MARY
DEGAETANO, MICHAEL V.
DEJOSEPH, JESSICA
DORAN, JOHN H.
DOREN, PAMELA
DURFEE, TRAVIS
DYRING, BRIAN J.
ELSLOO, PAULA
EMMICK, HALEY L.
ERVAY, PATRICIA J.
FAULK, HOLLY M.
FEDELE, CHRISTIE
FIELD, MARGARET A.
FISH-GERTZ, BRUCE W.
FLEET, BRIAN S.
FRANKLIN, JEREMIAH
FREELAND, ANN MARIE
FRISK, DONALD A.
FRISK, LAURIE J.

KELLEHER, GARY P.
KENT, TANYA
KETCHUM, RACHEL
KEUHN, JUNE H.
KIZIS, CAROLYN E.
KIZIS, ERIC M.
LANINGER, JASON
LENHARDT, BRITT H.
LISI, MARY M.
LOGAN, DEBRA
LOVELESS, ROBERT
MALONE, MARNIE
MARKEL, PAMELA
MASTELLER, KENNETH S.
MASTRONARDI, STEVEN J.
MATHEWS, JENNIFER
MATHEWS, MADELINE A.
MCCAULEY, JOHN E.
MCFARLAND, STEPHEN A.
MCINERNY, KARA E.
MCMILLEN, JOSEPH
MCMINN, HEATHER M.
MEHLENBACHER, EMILY B.
MICHEL, ROBERT G.
MILLS, ROBERT M.
MOORE, LAURA L.
MUNSON, PHILIP
MURDOCK, MARCI
MURPHY, LAURIE L.
MYERS, MICHAEL R.
NEUBAUER, JASON
NICKLAUS, MARY T.

SMITH, MARK D.
SMITH, SARAH L.
RADIN-SNAITH, THADDEUS
STROBEL III, CHARLES W.
SWETT, MELYSSA K.
SWITZER, DARCY J.
TAYLOR, JENNIFER L.
THOMAS, SARAH
TOSTANOSKI, JAY J.
TREUSDELL, CLAUDE S.
VANDELINDER, STEPHANIE L.
VANZILE, JEFFREY
VENATOR-GROEN, VIRGINIA
VERNADAKIS, JENNIFER
VUICH, COURTNEY
WEALE, ALICE
WEBSTER, KIMBERLY
WERNER, ERIK
WESTERVELT, EARL S.
WHEELER, LISA A.
WILCOX, KALE K.
WILLIAMS, ELAINE
WISE, CHRISTOPHER L.
WOLFE, HEATHER
WOODARD, TAMMY M.
WOODWARD, GRANT
WUKOVITZ, MATTHEW
WRIGHT, CHERYL B.
YARRINGTON, BRYAN
YORK, KURT W.

Uncertified Teacher Sub \$9.29 per hour

SEREFINE, KATINA
COTTER, JILL

Teacher Aide, \$8.82 per hour

ALAIMO, LINDA
BRADASCIO, NANCY E.
CHAMPLIN, ANDREA
DAVIS, CLIDA L.
FLEET, LISA M.
GETTINGS, TINA M.
KELLY, MICHELE L.
SCHERER, ECHO
SEREFINE, KATINA

SITKOWSKI, GLORIA
SUTTON, CHRISTINE J.
THOMPSON, MARJORIE
WHITFIELD, SIDNEY I.

Teaching Assistant, \$17.66 per hour

ADAMS, JACKIE B.
CLEMENS, MIA
DAVIS, MELISSA A.
GLICK, ESTHER R.
MILLER, MARY K.
RICHARDSON, MARGARET A.
ROBBINS, LINDA S.
SCOUTEN, DEENA M
SHICK, AMY C.
STERNER, KELLY A.
STRAWSER, RONDA L.
TAYLOR, MELODY J.
TIETJE, JULIE M.
WRIGHT, ALISA E.
ZEPP, LYNN A.

GST BOCES ADDITIONAL COMPENSATION SHEET 2012-2013

Revised July 1, 2012

CATEGORY	DEFINITION	RATE OF PAY	BUDGET CODE	AS OF
MINIMUM WAGE		\$7.25 per hour (eff. 7/24/09)		
SUBSTITUTE				
Cleaner		\$8.50 per hour		7/1/06
Clerical (BOCES Retiree)		\$9.00 per hour		11/3/10
Clerical/Printing Clerk		\$8.50 per hour		7/1/06
Cook Manager		\$9.25 per hour		7/1/02
Courier/Bus Driver		\$8.50 per hour		7/1/02
Custodian (Carpenter, Electrician)		\$9.50 per hour		7/1/06
Laid off employees who substitute in their former titles (SSA, TAA, hard-to-fill titles in EA)		Will be paid at the hourly rate they were paid when they last worked at BOCES prior to such lay off		7/1/11
LPN		\$9.00 per hour		7/1/08
Payroll Specialist/Clerk		\$20.00 per hour		7/1/11
Registered Professional Nurse (not LPN)		\$17.00 per hour		7/1/08
Repair Technician		\$8.00 per hour		7/1/06
Secretary		\$8.50 per hour		7/1/02
Teacher Aide		\$8.00 per hour		7/1/08
Teacher (Aide who subs for their teacher w/aide)		\$35.00 per day		7/1/10
Teacher (Aide who subs for teacher w/no aide)		\$60.00 per day		7/1/10
Teacher/School Social Worker – Non-Baccalaureate		\$65.00 per day		7/1/01
Teacher/School Social Worker – Baccalaureate		\$70.00 per day		7/1/01
Teacher/School Social Worker – NYS teacher certification		\$75.00 per day		7/1/01
Teacher/School Social Worker – BOCES retiree who has NYS tchr cert. (w/RFA)		\$100.00 per day		7/1/02
Teaching Assistant		\$65.00 per day		7/1/05
Long-term Substitute	More than 93 consecutive days in single, encumbered position. Approved at monthly BOE mtg.	Step 1		7/1/06
TEMPORARY				
Bus Driver	Bush, Coopers & Wildwood	\$12.00 per hour		7/1/09
Student Aides (Broad Horizons & Elsmere work-study)		Minimum wage		1/1/06
Student Interns (CSC)		Minimum wage		1/1/06
Student Laborer		\$7.75 per hour		1/1/06

CATEGORY	DEFINITION	RATE OF PAY	BUDGET CODE	AS OF
(Conservation Program)				
Tutor	For all students	\$25.00 per hour		4/1/04
BOCES Adventure Course Facilitator		\$35.00 per hour		3/1/04
Extra Summer Help (O&M – Cleaner)		\$8.50 per hour		7/1/10
Extra Summer Help (O&M – Building Maintenance)		\$9.50 per hour		7/1/10
Administrator/Supervisor	Contract daily	\$325 per day		7/1/10
Supervisor Mentor	Contract daily	\$325 per day		7/1/10
Labor Relations Specialist Facilitator/Hearing Officer		\$40 per hour		1/26/12

ADULT EDUCATION/ COMMUNITY EDUCATION	(Providing programs to adults in post-secondary education. Providing services in special projects or continuing/community education program.)			
Adult Education Instructors in Non-Licensure Programs	Instructors "without" SED certification or Adult Education certification	\$20.00 per hour		7/1/10
Adult Education Instructors in Licensure Programs	Instructors "without" SED certification or Adult Education certification	\$22.00 per hour		7/1/10
Adult Education Instructors in Licensure Programs	Instructors "with" SED certification or Adult Education certification	\$25.00 per hour		9/1/08
Avocational		\$17.00 per hour		7/1/03
Consultant Instructors	Physical Therapists and Nutritionists	\$25.00 per hour		7/1/10
Driver Education Instructors		\$26.00 per hour		7/1/03
Coaching Instructors		\$35.00 per hour		7/1/10
GED Proctors & Support		\$9.00 per hour		10/7/08
GED Alternative Examiner		\$17.00 per hour		10/7/08
Journeyman		\$22.00 per hour		7/1/10
Lifeguard		\$9.00 per hour		9/1/08
Literacy Instructor		\$25.00 per hour		9/1/08
Metal Trades, Health Care, Consultant Instructors and GED Chief Examiners, Journeyman		\$25.00 per hour		10/7/08

CURRICULUM & STAFF DEVELOPMENT				
Professional teaching professionals/facilitator		\$35.00 per hour		7/1/06
Co-presenter professional teaching professionals		\$25.00 per hour		7/1/06
BOCES Teacher participant in (BOCES only) program	Beyond regular work day	\$20.00 per hour		7/1/06
BOCES Teacher Aide participant in (BOCES only) program	Beyond regular work day	\$12.50 per hour		7/1/06
CATEGORY	DEFINITION	RATE OF PAY	BUDGET CODE	AS OF
Teacher participant in shared regional programs		\$17.50 per hour		7/1/01
Non-BOCES Teacher Aide participant in shared regional programs		\$8.00 per hour		7/1/06

Regional Teacher Center Presenter		\$45.00 per hour		7/1/08
Examination Scorer (certified teacher)		\$35.00 per hour		12/6/11

TEACHER CENTER				
On-line Facilitator		\$300 per workshop		7/1/10
EXTRA WORK (Current employee who provides program or services beyond normal workday or work year and does not provide these services in any other category.)				
Non-instructional Staff	Non-instructional and teacher aide; anything in addition to normal work day	1.5 times reg. hourly rate		7/1/10
Instructional Staff		1/200 th of salary if performing regular duties; \$25.00 per hour, school related duties w/out students		7/1/10
EXTENDED SCHOOL YEAR (Summer program for disabled students with 12-month IEPs.)				
Non-instructional Staff	BOCES Employee	Daily rate of pay		7/1/06
Instructional Staff	BOCES Employee	Daily rate of pay		7/1/06
Non-instructional Staff	Non-BOCES	Step 1 Current Salary Schedule		7/1/06
Instructional Staff	Non-BOCES	Step 1 Current Salary Schedule		7/1/06

REGIONAL SUMMER SCHOOL (Summer program for Regents & Driver Education courses.)				
Classroom Instructor		\$26.00 per hour		
Driver Education Instructor		\$26.00 per hour		
Librarian		\$26.00 per hour		
Teaching Assistant		\$17.66 per hour (Step 1 Teaching Assistant)		7/1/11
Registered Nurse		\$18.04 per hour (Step 1 RN)		7/1/11
Teacher Aide		\$8.82 per hour		7/1/11
Office Staff		\$13.31 per hour (Step 1 Typist)		7/1/11
Registered Nurse Sub		\$17.00 per hour		7/1/10
CATEGORY	DEFINITION	RATE OF PAY	BUDGET CODE	AS OF
Teacher Aide Sub		\$8.00 per hour		7/1/10
Certified Teacher Sub (currently working in program)		\$26.00 per hour		7/1/10
Certified Teacher Sub (not working in program)		\$10.00 per hour		7/1/10
Non-Certified Teacher Sub		\$9.29 per hour		7/1/10



MEMO

TO: Board of Education

FROM: Cindy Drake, Director of Special Education

DATE: August 17, 2012

RE: Textbook Approval Request

Please approve the following Special Education textbooks for purchase:

Teacher's Name	Location/Program	Textbook	Qty.	Price
Kathy Morris	Special Education 1:8:1 ED	Holt, Grade 6, Social Studies – Student Edition	5	\$62.80 each (\$314.00)
Kathy Morris	Special Education 1:8:1 ED	Holt, Grade 6, Social Studies – Teacher's Edition	1	\$94.20 each
Kathy Morris	Special Education 1:8:1 ED	Scott Foresman, grade 6, Science – Student Edition	5	\$62.47 each (\$312.35)
Kathy Morris	Special Education 1:8:1 ED	Scott Foresman, grade 6, Science – Teacher's Edition	1	\$64.47
Sue Dorrance	Special Education 1:8:1 ED	Holt McDougal, Math Course I – Student Edition	4	\$75.00 each (\$300.00)
Sue Dorrance	Special Education 1:8:1 ED	Holt McDougal, Math Course I – Teacher Edition	1	\$106.85
Sue Dorrance	Special Education 1:8:1 ED	Prentice Hall, World Studies – Student Edition	4	\$20.97 each (\$83.88)
Sue Dorrance	Special Education 1:8:1 ED	Prentice Hall, World Studies – Teacher Edition	1	\$41.97 each
Sue Dorrance	Special Education 1:8:1 ED	MacMillan/McGraw Hill, Treasures: Reading/Language Arts, grade 6 – Student Edition	4	\$63.66 each (\$254.64)

Thank you for your consideration of this matter.

**MEMO**

TO: Board of Education

FROM: Chris Weinman

RE: Textbook Approval Request

DATE: July 17, 2012

Please approve the following textbooks for purchase:

Teacher Name	Location/Program	Textbook	Qty.	Price
Kelly Smith	New Visions Education, Bush Campus	Generalist Case Management: A Method of Human Service Delivery	20	\$155.75 each

Thank you for your consideration of this matter.

CTW:tw