

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

THURSDAY - August 6, 2015

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 7, 2015.

B. Treasurer's Reports

1. Student Activities – Bush Education Center – 4/01/15-6/30/15.
2. Student Activities – Coopers Education Center - 4/01/15-6/30/15.
3. Student Activities – Wildwood Education Center - 4/01/15-6/30/15.

C. Internal Claims Auditor's Reports – June 2015 as attached.

5. Finance

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

6. Personnel

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

- N. Report of Temporary and Substitute Personnel as attached.

7. Program

- A. None.

8. Board President's Report

- A. Preferred educational future.

9. Superintendent's Report

- A. **Board Policy - #9010 – Personnel & Negotiations – “Equal Opportunity for Employees” (second reading) – as attached.**

- B. **Board Policy - #9230 – Personnel & Negotiations** – “Employment of Related Individuals” (second reading) – as attached.
- C. **Board Policy - #9020 – Personnel & Negotiations** – “Equal Opportunity Grievance Procedure for Employees” (first reading) – as attached.
- D. **Board Policy - #9570 – Personnel & Negotiations** – “Mobile Device Management Policy” (second reading) – as attached.
- E. **Board Policy - #9110 – Personnel & Negotiations** – “Salary for Non-Unit Employees” (second reading) – as attached.
- F. **Board Policy - #4526 – Instruction** – “Student Email Acceptable Use Policy” (second reading) – as attached.
- G. **Board Policy - #4528 – Instruction** – “Student Personal Electronic Device Policy” (second reading) – as attached.
- H. **Board Policy - #5490 – Student Policies** – “Use of Physical Restraints in School” (first reading) – as attached.
- I. SED update.

10. Adjournment

Next Meetings

Meeting	Date/Time	Location
Regular	08/25/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room
NO MEETING	SEPTEMBER, 2015	
Regular	10/06/15, 5:30 p.m.	Wildwood Education Ctr., Bldg. 1, DL Room

JRF:dlh

07/30/15

**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

Reorganizational Board Meeting Coopers Education Center, Building #8, DL Room	July 7, 2015 5:30 p.m.
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PRESENT: Apgar, Bulkley, Dlugos, Everett, Keddell, Learn, Lemmon, Scott and Wheeler.

ABSENT: Moss and Peoples.

ALSO PRESENT: District Superintendent Frame; Cabinet Members: Bentley, Drake, Johnson, Moschetti, Munson, Perry, Sramek, Vakkas and Weinman; Board Clerk Hughson; and BOCES Staff: Lotocky and Manns.

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

District Superintendent Frame called the meeting to order and led the Pledge of Allegiance at 5:50 p.m.

2. ACCEPTANCE OF THE AGENDA

16-001

Upon the motion of Apgar, seconded by Learn, it is resolved to accept the agenda.
CARRIED UNANIMOUSLY

3. APPOINTMENT OF CLERK FOR MEETING

16-002

Upon the motion of Apgar, seconded by Lemmon, it is resolved to appoint Doretta Hughson as the Clerk of the meeting.
CARRIED UNANIMOUSLY

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

Clerk Hughson administered the oath of office to re-elected Board Members: Robert Everett, Alice Learn, William Peoples, Jr. and Gary Scott.

5. OATH OF OFFICE TO DISTRICT SUPERINTENDENT

Clerk Hughson administered the oath of office to District Superintendent James R. Frame.

6. ELECTION OF BOARD PRESIDENT

16-003

Upon the motion of Scott, seconded by Bulkley, it is resolved to nominate Donald Keddell as Board President.
CARRIED UNANIMOUSLY

16-004

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

CARRIED UNANIMOUSLY

The Board unanimously re-elected Donald Keddell to the position of President of the GST BOCES Board of Education for 2015-2016.

A. Oath of Office to Re-elected Board President

Clerk Hughson administered the oath of office to elected Board President Donald Keddell.

7. ELECTION OF BOARD VICE-PRESIDENT

16-005

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

CARRIED UNANIMOUSLY

16-006

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

CARRIED UNANIMOUSLY

The Board unanimously re-elected Robert Everett to the position of Vice-President of the GST BOCES Board of Education for fiscal year 2015-2016.

A. Oath of Office to Re-elected Board Vice-President

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

8. APPOINTMENTS

16-007

Upon the motion of Learn, seconded by Bulkley, 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 2015-2016.

B. Treasurer and Deputy Treasurer.

It is hereby resolved that Janice Conley is appointed to the position of Treasurer and Kimberly Mehlenbacher is appointed to the position of Deputy Treasurer for fiscal year 2015-2016.

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 Christina Beuter is appointed to the position of Deputy Internal Claims Auditor for fiscal year 2015-2016.

D. School Physicians.

It is hereby resolved that Guthrie Clinic Occupational Medicine Physicians, Dr. Theodore Them, Dr. Anthony Grippo and Karol White, NP, of Guthrie Clinic Occupational Medicine (Sayre Office), Dr. Robert Reed 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 2015-2016; 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 2015-2016.

E. School Attorney.

It is hereby resolved that Sayles & Evans (Conrad Wolan, Esq. of Counsel) is appointed to the position of School Attorney for fiscal year 2015-2016.

F. Special Counsel.

It is hereby resolved that Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP 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 2015-2016.

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 positions of Central Treasurers, Assistant Central Treasurers and Auditors for fiscal year 2015-2016.

Bush Education Center:	Central Treasurer:	T/B/D
	Assistant Central Treasurer:	Janice Conley
	Auditor:	Kathy Salvagin
Coopers Education Center:	Central Treasurer:	T/B/D
	Assistant Central Treasurer:	Paulette Almeter
	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 2015-2016.

I. Records Retention and Disposition Officer.

It is hereby resolved that C. Douglas Johnson is appointed to the position of Records Retention and Disposition Officer for fiscal year 2015-2016.

J. Records Access Officer.

It is hereby resolved that C. Douglas Johnson is appointed to the position of Records Access Officer for fiscal year 2015-2016.

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 2015-2016.

L. Civil Rights Compliance Officer (Dignity for All Students Act, Section 504 and Title IX).

It is hereby resolved that C. Douglas Johnson is appointed to the position of Civil Rights Compliance Officer, which position will be responsible for coordinating BOCES' compliance with civil rights laws including, but not limited to, Dignity for All Students Act, Section 504 and Title IX for fiscal year 2015-2016.

M. Chief Information Officer.

It is hereby resolved that Samuel Gauss is appointed to the position of Chief Information Officer for fiscal year 2015-2016.

N. 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 2015-2016.

O. Designated Educational Official under SAVE.

It is hereby resolved that Cynthia Drake is appointed to the position of Designated Educational Official under SAVE for the fiscal year 2015-2016.

P. Integrity Officer

It is hereby resolved that Linda Perry is appointed to the position of Integrity Officer for the fiscal year 2015-2016.

Q. Medicaid Compliance Officer.

It is hereby resolved that Steven Manning is appointed to the position of Medicaid Compliance Officer for the fiscal year 2015-2016.

R. Lead Evaluators.

It is hereby resolved that the following are appointed to the position of Lead Evaluators for the fiscal year 2015-2016:

- a. Christopher Weinman
- b. Sara Fontana
- c. Cynthia Drake
- d. Linda Perry
- e. Jeremy Wheeler
- f. Kristine Earl
- g. Jeffrey Berdine
- h. Sally Deane
- i. Katie McDonough
- j. Stacy Saglibene
- k. Paula Oblamski
- l. Judy Ingalls
- m. Katheryn Ellison
- n. Christine McGinnis
- o. Kelley Meade
- p. Georgia Weed
- q. Michelle Fitzsimmons
- r. Lisa Sanford
- s. Kelly Lynn White
- t. Richard Yochem
- u. Ann Sincock
- v. Matt Talada
- w. Kelley Batrowny
- x. Colleen Hurd
- y. Sam Gauss
- z. Richard Perkins

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

- 1. Neil Bulkley, Amy Dlugos, Rose Apgar and Gary Scott are appointed to the GST BOCES Audit and Finance Subcommittee for fiscal year 2015-2016.
- 2. Robert Everett, Robert Wheeler and William Peoples, Jr. are appointed to the GST BOCES Facilities Inspection Subcommittee for fiscal year 2015-2016.
- 3. Robert Everett, Alice Learn, Gloria Moss, Mark Lemmon and Donald Keddell are appointed to the GST BOCES Policy Development Subcommittee for fiscal year 2015-2016.

CARRIED UNANIMOUSLY

16-008

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

9. DESIGNATIONS:

A. Official Depository.

It is hereby resolved that M&T Bank, J. P. Morgan Chase Bank, Chemung Canal Trust Company, Five Star Bank, Steuben Trust, First Niagara, Bancorp Bank, SunTrust Bank and

others as needed are designated for checking and/or savings, for fiscal year 2015-2016 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 7, 2015	5:30 p.m.
Regular	Tuesday	July 7, 2015 Immediately following Reorganizational	
Regular ⊗	Thursday	August 6, 2015	5:30 p.m.
Regular ⊗⌘	Tuesday	August 25, 2015	5:30 p.m.
Regular	Tuesday	September - NONE	-----
Board Retreat⊗	t/b/d	September __ (t/b/d), 2015	3:00-5:00 p.m.
Regular	Tuesday	October 6, 2015–Wildwood Campus Tour	5:30 p.m.
Regular	Tuesday	November 3, 2015–Coopers Campus Tour	5:30 p.m.
Regular	Tuesday	December 1, 2015–Bush Campus Tour	5:30 p.m.
Regular	Tuesday	January 5, 2016	5:30 p.m.
Regular	Tuesday	February 2, 2016	5:30 p.m.
Regular	Tuesday	March 1, 2016	5:30 p.m.
Regular	Tuesday	April 5, 2016	5:30 p.m.
Annual Budget	Tuesday	April 5, 2016	6:00 p.m.
Regular ⊗	Tuesday	May 10, 2016	5:30 p.m.
Regular	Tuesday	June 7, 2016	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 6, 2015 meeting will be held at the Wildwood Education Center, December 1, 2015 meeting will be held at the Bush Education Center, April 5, 2016 Annual Budget & Regular meetings will be at Coopers Education Center, Bldg. #7 and May 10, 2016 meeting will be held at the Campbell-Savona High School.			
If a second meeting is required in any month, the 4 th Tuesday shall be utilized for that purpose.			
October 6 & November 3 & December 1, 2015	Board Members will tour each of the three campuses prior to the Board meetings.		
November 3, 2015	Board Self-Evaluation	?	5-05-15

C. Official Newspapers.

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 2015-2016.

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 District Superintendent James Frame is authorized to certify payroll in the absence of C. Douglas Johnson for fiscal year 2015-2016.

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

It is hereby resolved that District Superintendent James Frame or his designee is appointed to approve all conference attendance and expenses for fiscal year 2015-2016.

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 2015-2016.

D. Signatures on Checks:

It is hereby resolved that authorization to sign checks for 2015-2016 fiscal year is given to the following listed personnel:

All Checks: Janice Conley
Kim Mehlenbacher

Student Activity Accounts:

Bush Education Center:	T/B/D Janice Conley
Coopers Education Center:	T/B/D Paulette Almeter
Wildwood Education Center:	Michelle Chamberlin Sharyl Hammond

E. Budget Transfers.

It is hereby resolved that authorization is granted to District Superintendent James Frame or his designee to approve Budget Transfers up to \$10,000 for 2015-2016 fiscal year.

F. Apply for Grants.

It is hereby resolved that District Superintendent James Frame or his designee is authorized to approve applications for grants for 2015-2016 fiscal year.

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

It is hereby resolved that authorization is granted to District Superintendent James Frame to employ temporary, substitute, full-time and part-time employees on an interim basis for 2015-

2016 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 2015-2016.

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 and School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2015-2016.

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 2015-2016.

K. Employee Theft (Bonding).

It is hereby resolved that bonding for fiscal year 2015-2016 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 James Frame or his designee is authorized to approve student field trips for travel in New York State not requiring charter or contract transportation for 2015-2016 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, Director of Facilities III, Brian Bentley, is authorized to dispose of obsolete and surplus property for fiscal year 2015-2016.

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:

16-009

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

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

- a. Code of Conduct – Policy #5330
- b. BOCES Personal Property Accountability – Policy #6770
- c. Investments – Policy #6240 & #6240A

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 2014-2015 fiscal year shall be carried over into the 2015-2016 fiscal year.

B. Authorization to Establish Mileage Reimbursement.

It is hereby resolved that the mileage reimbursement rate is \$.575 for 2015-2016 fiscal year.

C. Authorization to Establish Meal Reimbursement Rates.

It is hereby resolved that the meal reimbursement rates for 2015-2016 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 2015-2016:

Career and Technical Education:

Bush Education Center:	Terry Gray
Coopers Education Center:	Paulette Almeter
Wildwood Education Center:	Sharyl Hammond

Special Education:

Bush Education Center:	Shelly Barcomb
Campbell-Savona and Corning Host Site:	Melanie Coots
Elmira/Elmira Heights/Horseheads Host Sites:	Stephanie Davis
Hornell Host Site:	Denise Bates

CARRIED UNANIMOUSLY

16-010

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

CARRIED UNANIMOUSLY

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

**July 7, 2014
Immediately following the
Reorganizational Meeting**

2. PRIVILEGE OF THE FLOOR

- A. Board Member Bulkley asked what the protocol/responsibility is for Board Members reporting their attendance at an upcoming Board meeting? Place this on a future agenda for discussion.
- B. Board President Keddell congratulated Robert Everett, Alice Learn and Gary Scott, to their re-election as GST BOCES Board Members.
- C. District Superintendent Frame introduced Sarah Vakkas, Assistant Superintendent for Instruction.
- D. Assistant Superintendent for Finance and Administrative Services Munson introduced Bernadette Sramek, School Business Executive.

3. ACCEPTANCE OF THE AGENDA WITH CORRECTIONS

16-011

Upon the motion of Apgar seconded by Everett, it is resolved to accept the agenda with corrections in the Finance and Personnel sections.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

16-012

Upon the motion of Bulkley, seconded by Dlugos, it is resolved to approve the following consensus items:

A. Approval of Minutes

- 1. Regular Board Meeting – June 2, 2015.

B. Treasurer's Reports

- 1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – May 2015.

C. Internal Claims Auditor's Reports – May 2015 as attached.

CARRIED UNANIMOUSLY

5. FINANCE WITH CORRECTIONS

16-013

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

A. General Fund Establishments and Adjustments.

1. Budget Establishments for 2014-15:

Item#	CoSer #	Title	In the Amount of
232-15	521.597	Planning, Instructional w/Madison-Oneida BOCES	\$ 4,537
233-15	639.596	GASB-45 Planning & Evaluation Service w/Albany BOCES	\$ 7,633

These establishments will be supported as follows:

232-15	521.597	Hammondsport: \$4,537
233-15	639.596	Elmira Heights: \$7,633

2. Budget Increases for 2014-15:

Item #	CoSer #	Title	Increase	From	To
234-15	302.494	Itinerant Handicapped: Other w/Monroe 1	\$ 74	\$ 568	\$ 642
235-15	344.495	Occupational Therapy w/WFL BOCES	\$ 33	\$ 656	\$ 689
236-15	403.003	Alternative Ed Secondary	\$ 14,323	\$ 1,612,038	\$ 1,626,361
237-15	405.599	EQ Attendance Education w/Broome BOCES	\$ 36	\$ 100	\$ 136
238-15	416.494	Academic Programs, Sp. Facilities w/Monroe 1	\$ 222	\$ 2,643	\$ 2,865
239-15	430.008	Distance Learning	\$ 1,500	\$ 618,348	\$ 619,848
240-15	511.000	Printing	\$ 35,943	\$ 987,727	\$ 1,023,670
241-15	512.000	Computer Service Instructional	\$ 81,577	\$ 2,518,611	\$ 2,600,188
242-15	522.000	Equipment Repair	\$ 3,475	\$ 332,615	\$ 336,090
243-15	525.000	Staff Development: Certified & Administrative	\$ 6,272	\$ 1,897,219	\$ 1,903,491
244-15	537.000	School/Curriculum Improvement Planning	\$ 69,401	\$ 1,375,292	\$ 1,444,693
245-15	550.591	Computer Services, Instructional w/Erie 1 BOCES	\$ 213,494	\$ 1,204,203	\$ 1,417,706
246-15	567.690	School Curriculum w/Sullivan BOCES	\$ 15,000	\$ 17,500	\$ 32,500
247-15	568.596	Model Schools w/Albany BOCES	\$ 1,040	\$ 1,040	\$ 2,080
248-15	605.000	Computer Service: Management	\$ 23,101	\$ 14,161,067	\$ 14,184,168
249-15	618.000	GASB 45-Planning and Valuation Service	\$ 250	\$ 94,600	\$ 94,850
250-15	629.591	Computer Service: Management w/Erie 1	\$ 69,472	\$ 3,011,235	\$ 3,080,707
251-15	649.493	Bus Safety w/Genesee Valley BOCES	\$ 320	\$ 915	\$ 1,235
252-15	651.495	Computer Service, Management w/WFL BOCES	\$ 1,839	\$ 1,196	\$ 3,035

These increases will be supported as follows:

234-15	302.494	Coming: \$74
235-15	344.495	Prattsburgh: \$33
236-15	403.003	Addison: (\$11,026), Arkport: \$8,846, Avoca: \$13,940, Bath: (\$1,358), Campbell-Savona: (\$41,472), Canaseraga: \$14,438, Canisteo-Greenwood: \$6,372, Coming: \$22,503, Elmira: \$17,823, Elmira Heights: \$3,385, Hammondsport: (\$823), Hornell: (\$597), Prattsburgh: (\$19,914), Spencer-Van Etten: \$2,449, Waverly: (\$144) and Cattaraugus-Allegany (Andover: \$99)
237-15	405.599	Waverly: \$36
238-15	416.494	Avoca: \$17, Bath: \$67, Canisteo-Greenwood: \$22, Hornell: (\$30) and Horseheads: \$146
239-15	430.008	Waverly: \$1,500
240-15	511.000	Addison: \$644, Alfred-Almond: \$83, Arkport: \$414, Avoca: \$117, Bath: \$506, Bradford: \$204, Campbell-Savona: \$289, Canisteo-Greenwood: \$140, Coming: \$8,277, Elmira: \$ 10,427, Elmira Heights: \$155, Hammondsport: \$190, Hornell: \$331, Horseheads: \$5,387, Odessa-Montour: \$431, Prattsburgh: \$107, Spencer-Van Etten: \$405, Watkins Glen: \$2,238, Waverly: \$3,571 and Misc. Revenue: \$2,027
241-15	512.000	Coming: \$21,006, Elmira: (\$9,394), Elmira Heights: \$3,610, Hornell: \$12,674, Spencer Van- Etten: \$9,394, Watkins Glen: \$323, Waverly: (\$3,336) and Broome BOCES (Binghamton: \$47,300)
242-15	522.000	Coming: \$3,100 and Miscellaneous Revenue: \$375
243-15	525.000	Alfred Almond: \$100, Arkport: \$180, Avoca: (\$434), Bath: \$8,900, Campbell Savona: (\$2,590), Canaseraga: \$1,060, Coming: (\$2,675), Elmira: \$3,900, Hammondsport: \$160, Hornell: (\$3,895), Horseheads: \$6,220, Prattsburgh: (\$178), Spencer Van-Elten: \$516, Watkins Glen: (\$4,476) and Waverly: (\$516)
244-15	537.000	Alfred Almond: (\$100), Arkport: \$310, Bath: (\$128), Campbell-Savona: \$2,590, Canaseraga: \$170, Coming: \$2,675, Elmira: (\$3,900), Hammondsport: (\$160), Hornell: \$4,200, Horseheads: \$2,652, Prattsburgh: \$178, Spencer Van-Elten: \$5,074, Watkins Glen: \$3,919, Waverly: \$3,336, Genesee Valley BOCES (Elba: \$36,495) and Hamilton-Fulton BOCES (Gloversville: \$12,090)
245-15	550.591	Addison: \$52, Alfred-Almond: \$90,957, Arkport: (\$2,512), Avoca: \$47,398, Bath: (\$7,699), Canaseraga: \$19,984, Canisteo-Greenwood: \$63,864, Hammondsport: \$256 and Hornell: \$1,194
246-15	567.690	Coming: \$15,000
247-15	568.596	GST BOCES: \$1,040
248-15	605.000	Campbell: \$10,776 and Miscellaneous Revenue (SAVE, DASA, and STC Planning): \$12,325
249-15	618.000	Prattsburgh: \$250
250-15	629.591	Addison: (\$618), Alfred-Almond: \$25,704, Arkport: \$1,661, Avoca: (\$9,628), Bath: \$3,890, Campbell-Savona: \$133, Canaseraga: (\$3,266), Canisteo-Greenwood: \$8,374, Coming: \$145, Hammondsport: \$2,650, Hornell: \$40,128 and Prattsburgh: \$299

251-15 649.493 Avoca: \$320
 252-15 651.495 Canisteeo-Greenwood: \$1,839

3. Budget Decreases for 2014-15:

Item #	CoSer #	Title	Decrease	From	To
253-15	250.499	Staffing 1:6:1 w/CAEW BOCES	\$ 27,424	\$ 251,971	\$ 224,547
254-15	331.000	Itinerant Consultant Teacher	\$ 25,244	\$ 487,568	\$ \$462,324
255-15	342.494	Itinerant-Physical Therapy: w/Monroe 1	\$ 461	\$ 5,525	\$ 5,064
256-15	401.000	Arts in Education	\$ 13,388	\$ 386,288	\$ 372,900
257-15	403.005	Alternative Ed Middle School-Coopers	\$ 17,499	\$ 218,736	\$ 201,237
258-15	419.693	Academic Programs, Sp. Facilities w/TST BOCES	\$ 465	\$ 4,770	\$ 4,305
259-15	426.000	Exploratory Enrichment	\$ 8,638	\$ 119,000	\$ 110,362
260-15	505.494	Ed. Communication Ctr-Music Library w/Monroe 1	\$ 33	\$ 2,059	\$ 2,026
261-15	506.000	Curriculum Development	\$ 31,869	\$ 852,682	\$ 820,813
262-15	552.599	School Curriculum Improv Plan w/Broome BOCES	\$ 198	\$ 12,668	\$ 12,470

These decreases will be supported as follows:

253-15 250.499 Canisteeo-Greenwood: (\$27,424)
 254-15 331.000 Addison: (\$36,643), Alfred-Almond: \$6,290, Arkport: \$10,330, Avoca: \$6,111, Bath: (\$27,080), Bradford: \$4,295, Campbell-Savona: (\$11,737), Canaseraga: \$14,447, Canisteeo-Greenwood: (\$20,150), Coming: \$15,035, Elmira: \$24,112, Elmira Heights: (\$1,304), Hammondsport: \$10,484, Hornell: \$5,752, Jasper-Troupsburg: \$2,097, Prattsburgh: (\$6,546), Spencer-Van Etten: (\$18,308), Waverly: (\$7,671) and Cattaraugus-Allegany BOCES (Andover: \$5,242)
 255-15 342.494 Avoca: (\$461)
 256-15 401.000 Avoca: \$434, Bath: (\$8,900), Canaseraga: (\$1,060), Coming: \$9 and Hornell: (\$3,871)
 257-15 403.005 Bath: \$11,874, Bradford: (\$10,312) and Elmira: (\$19,061)
 258-15 419.693 Alfred Almond: (\$85), Canisteeo-Greenwood: (\$85), Coming: \$292, Elmira (\$359), Horseheads: (\$68), Odessa Montour: (\$68), Spencer Van Etten: (85) and Watkins Glen: (\$7)
 259-15 426.000 Horseheads: (\$8,872) and Watkins Glen \$234
 260-15 505.494 Canisteeo-Greenwood: (\$5) and Prattsburgh: (\$28)
 261-15 506.000 Arkport (\$23,235), Bath: \$128, Canaseraga: (\$170), Hornell: (\$9,108) and Waverly: \$516
 262-15 552.599 Horseheads: (\$198)

4. Transfers within programs for 2014-15:

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

COSER NO.	PROGRAM	BUDGET CODE	TRANSFER	TRANSFER
			IN	OUT
101	Career & Technical Education	A102-3010-200-0-04 Equipment		\$19,611
		A102-3010-455-0-04 Advisor Expense	\$19,611	
		TOTAL	\$19,611	\$19,611
305	Itinerant-Physical Therapy	A305-6716-816-0-00 Health Insurance		\$16,600
		A305-6716-456-0-00 Mileage Expense		\$472
		A305-6716-160-0-00 N-I Salaries	\$9,072	
		A305-6716-163-0-00 N-I Stipend	\$8,000	
	TOTAL	\$17,072	\$17,072	
318	Shared Supervision	A318-6110-150-0-00 Certified Salaries		\$10,400
		A318-6110-151-0-00 Instructional Subs.	\$10,400	
		TOTAL	\$10,400	\$10,400
331	Itinerant-Consultant Teacher	A331-4670-816-0-00 Health Insurance		\$13,872
		A331-4670-151-0-00 Inst. Substitutes	\$6,460	
		A331-4670-153-0-00 Inst. Stipend	\$4,000	
		A331-4670-200-0-00 Equipment	\$1,239	
		A331-4670-204-0-00 Small Equipment	\$122	
		A331-4670-300-1-03 Supplies & Materials	\$51	
		A331-4670-347-0-00 Auto Expenses	\$69	
		A331-4670-821-0-00 Vision Insurance	\$78	
		A331-4670-824-0-00 Dental Insurance	\$1,853	
	TOTAL	\$13,872	\$13,872	
511	Printing	A511-6313-400-0-09 Contract & Other		\$130,000
		A511-6313-454-0-09 Photo Copying	\$130,000	
		TOTAL	\$130,000	\$130,000
512	Computer Service, Instructional	A512-6360-200-0-24 Equipment		\$21,271
		A512-6360-200-0-18 Equipment		\$110,504
		A512-6360-204-0-24 Small Equipment	\$15,894	

		A512-6360-204-0-18 Small Equipment	\$110,504	
		A512-6360-300-0-24 Supplies & Materials	\$816	
		A512-6360-400-0-24 Contract & Other	\$4,561	
		TOTAL	\$131,775	\$131,775
537	School/Curriculum Improv. Plan.	A537-6211-440-1-01 Consultant		\$12,234
		A537-6211-159-1-01 Instructional Workshop	\$8,204	
		A537-6211-811-1-01 NYS TRS	\$1,360	
		A537-6211-815-1-01 Social Security	\$628	
		A537-6211-818-1-01 Unemployment Ins.	\$42	
		A537-6211-440-P-01 Consultant	\$2,000	
		TOTAL	\$12,234	\$12,234
605	Computer Service: Management	A605-7710-200-8-00 Equipment		\$10,780
		A605-7710-200-8-24 Equipment		\$22,621
		A605-7710-200-8-01 Equipment		\$65,268
		A605-7710-204-8-00 Small Equipment	\$10,780	
		A605-7710-204-8-24 Small Equipment	\$22,621	
		A605-7710-204-8-01 Small Equipment	\$7,193	
		A605-7710-210-8-01 Large Equipment	\$17,684	
		A605-7710-400-8-01 Contract & Other	\$40,391	
		TOTAL	\$98,669	\$98,669
701	Operations & Maintenance	A701-8010-210-0-99 Large Equipment		\$44,915
		A701-8010-200-2-00 Equipment		\$16,132
		A701-8010-411-0-99 Telephone		\$23,452
		A701-8010-424-3-00 Vehicle Insurance		\$22,760
		A701-8010-412-0-99 Electric & Gas		\$33,274
		A701-8010-160-0-00 N-I Salaries		\$11,500
		A701-8010-417-0-99 Natural Gas		\$30,000
		A701-8010-200-0-99 Equipment	\$44,915	
		A701-8010-206-3-00 Vehicle Purchase	\$16,132	
		A701-8010-206-3-00 Vehicle Purchase	\$23,452	
		A701-8010-424-1-87 Vehicle Insurance	\$40,919	
		A701-8010-460-A-99 Renovation	\$15,115	
		A701-8010-163-0-00 N-I Stipend	\$11,500	
		A701-8010-400-0-99 Contract & Other	\$30,000	
		TOTAL	\$182,033	\$182,033
703	Admin for ISC	A703-6110-150-0-00 Certified Salaries		\$20,446
		A703-6110-200-0-09 Equipment	\$6,500	
		A703-6110-204-0-09 Small Equipment	\$1,469	
		A703-6110-300-0-09 Supplies & Materials	\$1,861	
		A703-6110-347-0-09 Auto Expense	\$42	
		A703-6110-400-0-09 Contract & Other	\$1,879	
		A703-6110-407-0-09 Postage	\$150	
		A703-6110-422-0-09 Liability Ins.	\$8,545	
		TOTAL	\$20,446	\$20,446
732	1:1 Aides Multiple Option	A732-4220-816-0-00 Health Insurance		\$19,216
		A732-4220-163-0-00 N-I Stipend	\$11,819	
		A732-4220-819-0-00 HRA	\$7,397	
		TOTAL	\$19,216	\$19,216

B. Federal Fund Establishments and Adjustments.

1. Budget Increases for 2014-15:

- a. Comprehensive Health and Wellness budget is increased by \$749.13 from \$11,976.88 to \$12,726.01. This is due to additional revenues from DASA registrations.
- b. Southern Tier Scholars budget is increased by \$3,324.00 from \$15,494.72 to \$18,818.72. Revenues for this program come from donations.

2. Grant Increase for 2014-15:

- a. ARRA – RTTT RIC Data Centers Program Grant is increased by \$117,088 from \$17,595 to \$134,683. The grant has been extended from June 30, 2015 to July 15, 2015.

3. Budget Establishment for 2015-16:

- a. Summer Learning Experience Program grant is accepted and the budget established in the amount of \$179,000 for the period June 1, 2015 to December 31, 2015

C. Purchasing.

- 1. Approval of Resolution, as attached, to participate in **cooperative bidding for the purchase of equipment, supplies and contract items** with Delaware-Chenango-Madison-Otsego BOCES (DCMO BOCES) for the 2015–2016 fiscal year (remove Attachment C).
- 2. **Award of base bids and alternates for the 2015-2016 Capital Construction Project based on lowest bids to:**

Elmira Structures, Inc. for general trades work for \$228,600.00 base bid plus \$3,400.00 for Alternate 1.

Hale Contracting Inc. for roofing work for \$765,313.00 base bid plus \$22,500.00 for Alternate 1.

Frey & Campbell, Inc. for mechanical work for \$229,900.00 base bid.

Matco Electric Corp. for electrical work for \$59,700.00 base bid.

Bids were opened July 2, 2015 at 2:00 pm and the following bids were received:

a. General Trades:

- 1. Edger Enterprises of Elmira, Inc. 330 E. 14th Street, Elmira, NY.
Bid amount \$232,700.00
Alternate 1, \$3,295.00
- 2. Elmira Structures, Inc., 66 Philo Road West, Elmira, NY.
Bid amount \$228,600.00
Alternate 1, \$3,400.00
- 3. Keuka Construction Corp, 196 West Sixth Street, Corning, NY
Bid amount \$238,900
Alternate 1, \$8,600.00

b. Roofing:

- 1. Apple Roofing Corp, 6720 Commerce Blvd., Syracuse, NY
Bid amount \$875,000.00
Alternate 1, \$25,650.00

2. Hale Contracting, Inc., 2054 Grand Central Avenue, Horseheads, NY
Bid amount \$765,313.00
Alternate 1, \$22,500.00
3. J&B Installations, Inc., 732 Visions Dr., PO Box 188, Skaneateles, NY
Bid amount \$857,400.00
Alternate 1, \$27,000.00

c. Mechanical Work:

1. Frey & Campbell, Inc., 87 Lake street, Hammondsport, NY
Bid amount \$229,900.00
2. HMI Mechanical Systems, Inc., 345 Route 14 South, Lyons NY.
Bid amount \$231,000.00
3. J&K Plbg & Htg Co, Inc., 24 Thorp Street, Binghamton, NY
Bid amount \$296,000.00
4. Kimble, Inc., 1004 Sullivan Street, Elmira, NY.
Bid amount \$296,400.00.

d. Electrical Work:

1. Matco Electric Corp, 3913 Gates Road, Vestal, NY
Bid amount \$59,700.00
2. Micknick Electric, Inc., 1836 Chemung Street, Horseheads, NY
Bid amount \$90,900.00
3. John Mills Electric, Inc., 1836 Grand Central Avenue, Elmira, NY
Bid amount \$99,725.00

D. Acceptance of Donated Items.

1. David Brown 990 Diesel Tractor 31028 to Coopers Heavy Equipment class from Iva Putman, 4641 Stoney Ridge Road, Campbell, NY 14821.
2. 1995 Huskee LT 4200 Lawn Tractor to Bush Vehicle Maintenance class from Jan Nichols, 402 Beckwith Road, Pine City, NY 14871.
3. \$2,000.00 for Southern Tier Scholars from Welliver McGuire Inc., 250 North Genesee Street, Montour Falls, NY 14865.
4. \$249.00 for Southern Tier Scholars from Kraft Foods Group, Inc., Campbell, NY 14821.
5. \$1,000.00 for Southern Tier Scholars from Lawley Service Insurance, 361 Delaware Avenue, Buffalo NY 14202.
6. \$75.00 for Southern Tier Scholars from Bernard P. Donegan, Inc., P O Box 70, Victor, NY 14564.

E. Lease Approval (correction).

1. **WHEREAS**, the board hereby determines pursuant to Education Law Section 19350 (4)(p)(a) that the lease agreement with 3153 Lake Road, LLC, with an effective term commencing July 1, 2015, is in the best financial interests of the BOCES because it

allows for the continued use of a facility that has been occupied by BOCES since 2011, accommodates the need for expansion by adding 5500 square feet, and maintains the rental rate at a fair market value.

RESOLVED, that the BOARD approve the attached lease agreement with 3153 Lake Road, LLC for the term July 1, 2015 to June 30, 2025.

F. Authorization to pay the following membership dues:

1. Rural Schools Program dues in the amount of \$625.00 for 2015-2016 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

CARRIED UNANIMOUSLY

6. PERSONNEL WITH ADDENDUM

16-014

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

A. Rescind Retirement, from the April 7 2015 Board of Education minutes, due to a change in effective dates.

1. Kathryn Bailey, Position: Teacher Aide, Effective: June 30, 2015, Date of Hire: January 6, 1992.
2. Rita Bond, Position: Teacher Aide, Effective: June 30, 2015, Date of Hire: September 10, 1986.
3. Kathleen Dwyer, Position: School Social Worker, Effective: June 30, 2015, Date of Hire: January 5, 1987.

B. Retirements

1. Kathryn Bailey, Position: Teacher Aide, Effective: end of day June 25, 2015, Date of Hire: January 6, 1992.
2. Rita Bond, Position: Teacher Aide, Effective: end of day June 25, 2015, Date of Hire: September 10, 1986.
3. Kathleen Dwyer, Position: School Social Worker, Effective: end of day June 25, 2015, Date of Hire: January 5, 1987.
4. Linda Loughlin, Position: School Social Worker, Effective: June 26, 2015, Date of Hire: April 23, 2001.
5. Robin Morrell, Position: Senior Account Clerk, Effective: end of day June 30, 2015, Date of Hire: July 1, 2005.

C. Resignations

1. Brion Munson, Position: Teaching Assistant, Effective: end of day June 25, 2015, Date of Hire: February 24, 2013.
2. Janice Standish, Position: Registered Nurse, Effective: June 30, 2015, Date of Hire: September 20, 2011.
3. Melissa Freeman, Position: Teacher, Effective: July 31, 2015, Date of Hire: December 1, 2014.

4. Jessica Manwaring, Position: Teaching Assistant, Effective: August 31, 2015, Date of Hire: September 1, 2005.
5. Susan Benjamin, Position: Senior Account Clerk, Effective: end of day August 31, 2015, Date of Hire: September 8, 2008.

D. Salary Changes

1. Adam Monell, Position: Network Technology Specialist, Salary: increased from \$38,465.00 per year to \$40,769.00 per year, prorated, Effective: June 15, 2015.

E. Increase to Position

1. Automated Library Assistant, one full-time (1.0 FTE) position, increased from 11 months per year to 12 months per year, effective July 1, 2015.

F. Increase in Assignments

1. Alek Dewey, Position: Cleaner, Labor Class Civil Service position, Effective: July 1, 2015, Increase: from .5 FTE to 1.0 FTE, Probationary Period: June 15, 2015 through June 14, 2016, Salary: \$13.67 (grade 1, step 1 + night differential).
2. Kelli Edwards, Position: Library Automation Assistant, Competitive Civil Service position, Effective: July 1, 2015, Increase: from 11 months per year to 12 months per year, Probationary Period: previously satisfied, Salary: \$25.07 per hour (grade 11, step 15 + longevity).

G. Change from Civil Service Provisional Appointment to Probationary Appointment, due to successful passing of Civil Service Exam

1. Melanie Chandler, Position: Computer Services Coordinator, full-time (1.0 FTE), 12 month position, Civil Service Competitive, Probationary appointment, Effective: June 4, 2015, Probationary Period: June 4, 2015 through June 3, 2016, Civil Service List #: 63044, Salary: \$71,757.00 per year.

H. Civil Service Permanent Appointments, due to successful completion of Probationary Period, no change in salary

1. Bruce Payne, Position: Building Maintenance Mechanic, Permanent Date: July 9, 2015.

I. Change in Civil Service Appointments

1. Angela Rogers, Position: Senior Account Clerk to Accountant (School), full-time (1.0 FTE), 12 month position, Competitive Civil Service, Contingent-Permanent appointment, pending successful probationary completion of a voluntary internal transfer, Civil Service List # 66090, Effective: June 22, 2015, Probationary Period: June 22, 2015 through June 21, 2016, Salary: \$45,000.00 per year.

J. Rescind Temporary Appointment, from the October 7, 2014 Board of Education minutes, due to change from Long-Term Substitute to Probationary status, effective original date of hire.

1. Michael Fodge, Position: Long-Term Substitute Teaching Assistant, Heavy Equipment full-time (1.0 FTE), 10 month, school calendar position, Temporary appointment, Effective: September 3, 2014 through June 25, 2015, Certification: no certificate, Salary: \$29,944.00 per year, prorated (step 1).

K. Appointments

1. Michael Fodge, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Effective: Temporary appointment, pending completion of certification, September 3, 2014 through November 25, 2014; Probationary appointment November 26, 2014, Tenure Area: Teaching Assistant, Certification: Level 1 Renewal, Teaching Assistant, November 26, 2014 through January 31, 2018, Probationary Period: November 26, 2014 through November 25, 2017, Salary: \$24,944.00 per year, prorated (step 1).
2. Elisabeth Hall, Position: AV Aide, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service, Probationary appointment, Effective: June 8, 2015, Probationary Period: June 8, 2015 through June 7, 2016, Salary: \$13.07 per hour (grade 1, step 1).
3. Kristy Perraut, Position: Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service Continuous Recruitment List, Effective: July 1, 2015, Probationary Period: July 1, 2015 through June 30, 2016, Salary: \$39,000.00 per year.
4. Mary Taylor, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Contingent-Permanent appointment, pending successful probationary completion of a voluntary internal transfer, Civil Service List # 61806, Effective: July 2, 2015, Probationary Period: July 2, 2015 through July 1, 2016, Salary: \$15.65 per hour (grade 9, step 2).
5. Linda Bryan, Position: Program Assistant, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List # 63045, Effective: July 20, 2015, Probationary Period: July 20, 2015 through July 19, 2016, Salary: \$16.11 per hour (grade 9, step 4).
6. Paul Richmond, Position: Teacher, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: September 8, 2015, Tenure Area: Business and Marketing, Certification: Permanent, Business and Distributive Education, September 1, 1999, Probationary Period: September 8, 2015 through September 7, 2018, previously tenured, Salary: \$60,324.00 per year (step 13 +Credit Hour Stipend + Degree Stipend + Certification Stipend).

L. Temporary Appointments

1. Pamela Newton, Position: Teacher, Nurse's Assisting, full-time (1.0 FTE), 10 month, school calendar position, Temporary appointment, pending completion of Certification requirements, Effective: September 8, 2015, Certification: no certification, Nurse's Assisting required, Salary: \$45,510.00 per year (step 1 + credit hour stipend + degree stipend + certificate of registration stipend).
2. Barbara Barrett-Smith, Position: Senior Stenographer, Temporary appointment, Effective: July 1, 2015 through July 31, 2015, Salary: \$28.66 per hour.

M. Annual Temporary Appointments

1. Eugene Cvik, Position: Central Business Office Controller, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Salary: \$55.00 per hour, time-sheet, as needed basis.
2. Geraldine Furterer, Position: Home School Coordinator, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Permanent, School District Administrator, September 1, 2005, Salary: \$5,000.00 per year, time-sheet basis.
3. Judy Ingalls, Position: Staff Development Coordinator, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Permanent, School District Administrator, February 1, 1995, Salary: \$325 per day, time-sheet, as needed basis.
4. Barbara Lisefski, Position: Medicaid Management Coordinator, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Professional, School District Leader, February 1, 2009, Salary: \$22.32 per hour, time-sheet, as needed basis.
5. Eugene Mastin, Position: Chief Information Officer, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Permanent, School Counselor, September 1, 1990, Salary: \$19.75 per hour, time-sheet, as needed basis.
6. Michelle Princiotta, Position: Curriculum Mentor, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Permanent, Art, September 1, 1981, Salary: \$40.00 per hour, time-sheet, as needed basis.
7. Hildreth Rose, Position: Curriculum Mentor, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Permanent, Special Education, September 1, 1991, Salary: \$40.00 per hour, time-sheet, as needed basis.
8. Kathleen Salvagin, Position: Business Manager, acting as Student Accounts and Activities Auditor, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Salary: \$20 per hour, time-sheet, as needed basis (approximately 4 days per quarter).
9. Lisa Sanford, Position: Staff Development Coordinator, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Permanent, School District Administrator, September 1, 2005, Salary: \$325.00 per day, time-sheet, as needed basis.
10. Emily Solometo, Position: Education Grant Specialist, time-sheet basis, 12 month position, Temporary appointment, Effective: July 30, 2015 through August 30, 2015, Salary: \$30.00 per hour, time-sheet, as needed basis.
11. Jack Wilki, Position: Teaching Assistant, (acting as the Chief Information Officer for Spencer Van-Etten CSD), time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2015 through June 30, 2016, Certification: Level III, Teaching Assistant, September 1, 2012, Salary: \$16.31 per hour, time-sheet, as needed basis.
12. Richard Yochem, Position: Staff Development Coordinator, time-sheet basis, 12 month position, Temporary appointment, Effective: April 30, 2015 through June 30, 2015 and July 1, 2015 through June 30, 2016, Certification: Permanent, School District Administrator, September 1, 2005, Salary: \$325.00 per day, time-sheet, as needed basis.

N. Mentoring Stipend, Stipend of \$831 per year, prorated

1. Brande Flaitz mentoring Kristin Hunt-Noteware, effective December 15, 2014 through June 25, 2015.

O. Certification of BOCES Bus Drivers for 2015-2016

<u>Name of Driver</u>	<u>Class of License</u>
1. <u>Bryant, Matthew</u>	C-P
2. <u>Cain, Wyatt (Kelly)</u>	BM-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>Raducz, Billie Jo</u>	B-P
8. <u>Rusby, William</u>	BM-P
9. <u>Speciale, Frank</u>	C-P

P. Annual Stipends, effective July 1, 2015 through June 30, 2016, except where noted

1. **Southern Tier Network**, Stipend \$8,000.00
 - a. Steven Manning, Manager, Computer Services Center
2. **GST BOCES Deputy Board Clerk**, Stipend \$3,500
 - a. Tina Hazzard, Senior Stenographer
3. **GST BOCES Treasurer**, Stipend \$3,500
 - a. Janice Conley, Senior Account Clerk Typist
4. **CBO Management Support**, Stipend \$2,500, each
 - a. Patricia Bilinski, Accounting Team Leader
 - b. Martha Clark, Accounting Team Leader
 - c. Darlene Bennett, Payroll Team Leader
 - d. Wendy Rogers, Payroll Team Leader
5. **Computer Services Center**
 - a. David Bates, Internet/Programming Team Manager, Stipend \$2,500
 - b. Stephanie Kendall, Financial Services Team Manager, Stipend \$2,500
 - c. Francis Ortell, Repair Services Team Manager, Stipend \$2,500
 - d. Kristine Manns, Medicaid Team Manager, Stipend \$2,500
 - e. Mary Teresa (Tessa) Yorke, Help Desk Team Leader, Stipend \$2,500
 - f. Keith Boras, Server Team Manager, Stipend \$2,250
 - g. Nathan Lamonski, Server Team Manager, Stipend \$2,250
 - h. Matthew Marshall, Server Team Manager, Stipend \$2,250
 - i. Gale Gaylord, Desktop Team Leader, Stipend \$1,200
6. **Human Resources**, Stipend \$2,500
 - a. Leslie Roof, Team Leader

- 7. **Career Development Council**, Stipend \$1,500
 - a. Eartha Onyiriuka, Team Leader

- 8. **Cooling Tower Chemicals**, Stipend \$675
 - a. David Dimmick

- 9. **Energy Technician**, Stipend \$500, each, **effective January 1, 2015 through June 30, 2015**
 - a. Daniel Delano
 - b. David Dimmick

- 10. **Energy Technician**, Stipend \$1,000, each
 - a. Daniel Delano
 - b. David Dimmick

- 11. **Education Grant Services**, Stipend \$2,500, each
 - a. Diane Habeck, Team Leader
 - b. Stacy McCauley, Team Leader
 - c. Jennifer Mleczynski, Team Leader

- 12. **STEM/Science Center**, Stipend \$2,500
 - a. Nancy Stratton, Team Leader

- 13. **Network Technology Specialist**, Stipend \$416.67 per month, **effective July 1, 2015 through August 31, 2015**
 - a. Jeanne Sullivan

Q. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

16-015

Upon the motion of Learn, seconded by Apgar, it is resolved that the following program item is hereby approved:

A. Textbooks

Textbooks for the Coopers/Wildwood Alternative Education program as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

16-016

LIAISON TO NEW YORK STATE SCHOOL BOARDS ASSOCIATION AS AREA 3 DIRECTOR

A. Upon motion by Scott, seconded by Apgar, it is resolved to nominate Christine Schnars as our Board of Education's liaison to New York State School Boards Association as Area 3 Director.

CARRIED UNANIMOUSLY

B. Preferred Educational Future.

President Keddell opened the discussion regarding education future with a question on the CTE Program presentation. Board Member Wheeler asked for clarification on some items. Board Member Bulkley stated that the CTE program at BOCES is 50 years old and he wants to see more students in the programs. BOCES should use the information as a template going forward.

The Board agreed to meet from 5:00-5:30 p.m. on August 6, 2015 prior to the scheduled Board meeting for more information on the CTE program. Board Members were asked to send their questions to Dorie Hughson and/or Chris Weinman.

9. SUPERINTENDENT'S REPORT**16-017**

Upon the motion of Apgar, seconded by Lemmon, it is approved to waive the first reading of **Board Policy #5010 & #5020 – Student Policies.**

CARRIED UNANIMOUSLY**16-018**

Upon the motion of Learn, seconded by Everett, it is resolved to approve the following two Board Policies:

- A. **Board Policy - #5010 – Student Policies** – “Equal Opportunity for Students” – as attached.
 - B. **Board Policy - #5020 – Student Policies** – “Equal Opportunity Grievance Procedure for Students” – as attached.
- CARRIED UNANIMOUSLY**
- C. **Board Policy - #9010 – Personnel & Negotiations** – “Equal Opportunity for Employees” (first reading) – as attached.
 - D. **Board Policy - #9230 – Personnel & Negotiations** – “Employment of Related Individuals” (first reading) – as attached.
 - E. **Board Policy - #9020 – Personnel & Negotiations** – “Equal Opportunity Grievance Procedure for Employees” (first reading) – as attached.
 - F. **Board Policy - #9570 – Personnel & Negotiations** – “Mobile Device Management Policy” (first reading) – as attached.
 - G. **Board Policy - #9110 – Personnel & Negotiations** – “Salary for Non-Unit Employees” (first reading) – as attached.
 - H. **Board Policy - #4526 – Instruction** – “Student Email Acceptable Use Policy” (first reading) – as attached.
 - I. **Board Policy - #4528 – Instruction** – “Student Personal Electronic Device Policy” (first reading) – as attached.

J. SED update – District Superintendent Frame shared information on APPR regulations coming out on September 7, 2015, school receivership - none in GST BOCES' region, Algebra Regents results, test "opt-outs" being 20% across the State and Senate Bullet Aid (GST BOCES being awarded \$200,000 for Heavy Equipment shared services).

Other Items - District Superintendent Frame shared information on the Horseheads Superintendent search, Bradford Superintendent search, advocacy work in the GST BOCES' region, Jasper-Troupsburg CSD's receipt of \$100,000 Bullet Aid grant and P-TECH meeting with Superintendents on July 8, 2015 regarding grant application.

EXECUTIVE SESSION

16-019

Upon the motion of Apgar, seconded by Dlugos, it is resolved to move to executive session at 6:50 p.m. to discuss thirty employment history matters concerning particular persons and one legal matter.

CARRIED UNANIMOUSLY

OPEN SESSION

16-020

Upon the motion of Dlugos, seconded by Apgar, it is resolved to move to open session at 7:26 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

16-021

Upon the motion of Bulkley, seconded by Dlugos, it is resolved to adjourn the meeting at 7:27 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Regular	08/06/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room
Regular	08/25/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room

Respectfully Submitted,

dlh
July 8, 2015

Doretta L. Hughson
Board Clerk

BUSH CAMPUS
STUDENT ACTIVITIES - 4th Quarter Report
FOR THE PERIOD: 4/1/2015 To 6/30/2015

Check transfer formulas!! Migh

<i>Club Name</i>	<i>Balance Fwd</i>	<i>Received</i>	<i>Disbursed</i>	<i>Transfers</i>	<i>Ending Bal.</i>	
A-02-Auto Tech 2	2,257.58	81.68	0.00	0.00	2,339.26	
A-03-Small Engine	70.61	1.35	0.00	0.00	71.96	
A-07-Digital Media Arts	24.54	0.36	0.00	-24.90	0.00	
A-09-Junior Carpentry	1,642.64	89.50	-300.00	0.00	1,432.14	
A-10-Nat'l Tec Honor Society	37.31	0.00	0.00	0.00	37.31	
A-11-CHEF (Culinary Arts)	2,667.92	3,782.16	-4,494.23	0.00	1,955.85	
A-17-Early Childhood	282.72	-30.03	-150.00	0.00	102.69	
A-22-Security & Protective Services	592.15	0.04	-97.85	0.00	494.34	
A-24 Fashion Design	47.23	0.00	0.00	0.00	47.23	
A-26-FFA Charter	13,709.33	4,637.34	-7,627.66	1,870.60	12,589.61	
A-28-GST Aggies	3,205.60	-2,469.15	2,801.97	-1,870.60	1,667.82	
A-30-Skills USA	17,241.74	7,366.74	-18,844.18	-76.07	5,688.23	
A-31-HOSA	7,290.77	4,210.13	-9,490.00	0.00	2,010.90	
A-33-Cosmetology	1,322.61	0.06	-1,063.00	50.97	310.64	
A-35-Welders	2,735.71	535.44	0.00	0.00	3,271.15	
A-38-New Visions Academy	1,240.65	53.25	-100.00	50.00	1,243.90	
A-53-Gen'l Youth Organization	346.20	2,966.32	-775.00	0.00	2,537.52	
A-60-Eagles Floor Hockey	199.61	268.28	-67.95	0.00	399.94	
A-62-Broad Hzns (Garden Café)	106.10	2,997.71	-1,715.74	0.00	1,388.07	
A-63-Broad Hzns Rose Fund	1,863.12	0.15	0.00	0.00	1,863.27	
A-64-Broad Hzn Student Acct	1,669.64	0.13	-245.79	0.00	1,423.98	
A-65 Worker's Club - Ernie Davis	533.68	0.04	-153.62	0.00	380.10	
A-66-Elsmere Activity Fund	7,889.44	3,428.04	-5,010.02	0.00	6,307.46	
A-74-Elsmere Farms Deli	1,331.28	2,553.29	-1,908.45	0.00	1,976.12	
A-77-Twist, Shout & Learn (EFA)	2,052.97	12.08	-260.00	0.00	1,805.05	
A-78-Edison's Activity Fund	505.91	213.43	-140.57	0.00	578.77	
<i>Totals</i>	70,867.06	30,698.34	-49,642.09	0.00	51,923.31	
					<i>Balance carried forward</i>	70,867.06
					<i>Cash received during quarter</i>	30,698.34
					<i>Cash disbursed during quarter</i>	-49,642.09
					<i>Cash transfer during quarter</i>	0.00
					<i>Cash balance year to date</i>	51,923.31

Prepared by

Janice Conley
Asst. Central Treasurer

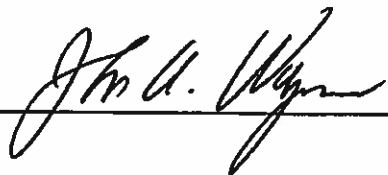
COOPERS EDUCATION CENTER
STUDENT ACTIVITIES
FOR THE PERIOD: 4/1/2015 - 6/30/2015

<i>Club Name</i>	<i>Balance Fwd</i>	<i>Received</i>	<i>Disbursed</i>	<i>Transfers</i>	<i>Ending Bal.</i>
Coopers Builders	1,777.47	1041.61	-681.79	-501.32	1,635.97
Alternative Ed.	3,501.78	1747.37	-1837.96	-452.03	2,959.16
Coopers Paint Masters	4,150.65	2394.07	-1985.40	-837.56	3,721.76
Auto Tech	3,754.94	10.13	-88.28	-157.85	3,518.94
Computer Are Us	2,531.17	976.09	-216.09	-288.88	3,002.29
Cosmetology	3,029.70	1696.15	-202.75	-949.66	3,573.44
Criminal Justice	8,978.69	4931.32	-6491.97	-1617.94	5,800.10
Heavy Equipment Club	15,351.62	150.49	-1160.05	-240.00	14,102.06
Epicurean Club	2,366.77	2793.08	-1372.84	-1630.25	2,156.76
Digital Media Arts	3,929.73	75.14	-129.57	-85.12	3,790.18
Machine Trades	1,927.75	326.07	-202.77	-160.59	1,890.46
HOSA Nurse Assisting	1,214.44	4480.49	-2849.00	-881.11	1,964.82
Coopers Skills USA	14,402.18	21028.65	-14547.95	6923.66	27,806.54
New Vision Medical	549.58	1408.02	-1290.00	9.03	676.63
BOCES C.H.S.	1,020.38	0.04	-394.13	8.00	634.29
Yearbook	2,805.76	435.10		-811.43	2,429.43
NYS Sales Tax	1,857.04		-1815.87	1673.05	1,714.22
					0.00
<i>Totals</i>	73,149.65	43493.82	-35266.42	0.00	81,377.05

<i>Balance carried forward</i>	73,149.65
<i>Cash received during quarter</i>	43,493.82
<i>Cash disbursed during quarter</i>	-35,266.42
<i>Cash transfer during quarter</i>	0.00

Cash balance year to date	81,377.05
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Prepared by



WILDWOOD CAREER EDUCATION CENTER
 STUDENT ACTIVITIES - 4TH QUARTER REPORT
 FOR THE PERIOD: 4/01/2015 - 6/30/2015

<i>Club Account Name</i>	<i>Balance Carried Forward</i>	<i>Cash Received During Period</i>	<i>Cash Disbursed During Period</i>	<i>Cash Balance Year to Date</i>
Alternative Education	\$1,657.89	\$2,413.80	\$3,438.51	\$633.18
Auto Body	\$524.81	\$2,275.54	\$1,487.10	\$1,313.25
Auto Technology	\$3,346.78	\$2,816.42	\$4,733.48	\$1,429.72
Computer Graphics/Yearbook DM	\$1,741.70	\$1,915.91	\$2,383.19	\$1,274.42
Computer Information Technology	\$1,365.22	\$313.36	\$577.41	\$1,101.17
Cosmetology	\$1,406.53	\$257.04	\$1,416.13	\$247.44
Criminal Justice	\$1,303.55	\$343.34	\$1,032.33	\$614.56
Culinary Arts	\$2,428.88	\$546.06	\$1,163.55	\$1,739.89
GST BOCES Jobs Cooperative	\$528.79	\$69.75	\$136.98	-\$88.70
Heavy Equipment	\$4,407.23	\$1,000.13	\$450.00	\$4,340.00
HOSA	\$2,238.38	\$1,458.21	\$3,132.70	\$2,788.51
Introduction to Career Majors ICM	\$557.25	\$375.02	\$588.69	-\$1,117.24
New Visions	\$1,043.64	\$966.28	\$1,169.00	\$829.97
Skills USA	\$12,086.30	\$10,246.71	\$14,874.32	\$11,883.58
Wildwood Builders	\$3,906.89	\$4,740.13	\$4,019.28	-\$720.72
Welding	\$346.74	\$1,585.02	\$134.00	\$1,067.59
Total	\$38,890.58	\$31,322.72	\$40,736.67	\$27,336.62

Balance Carried Forward	\$38,890.58
Cash Received During Quarter	\$31,322.72
Cash Disbursed During Quarter	-\$40,736.67
<u>Equals Cash Balance Year to Date</u>	<u>\$29,476.63</u>

Date July 7, 2015

Prepared by: Michelle Chamberlain

INTERNAL CLAIMS AUDITOR REPORT

June 2015

of Checks Processed--1,165

4-C

Discovered Condition	Check#	Internal Claims Auditor Requested Corrective Action	Corrective Action Taken
Appropriate approval signature for authorizing payment lacking.	70145 70148 70222 70242	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.	25834 25943 67386 69788 69926 70149 70455 70472 70497 70512 70577	Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged Incorrect codes charged	Recoded Recoded Recoded Recoded Recoded Recoded Recoded Recoded Recoded Recoded Recoded
Invoice # on warrant/check doesn't match invoice.	26000 69849 69876 70009 70057 70199 70273 70308 70353 70358 70380 70444 70555 70575 70577	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
Itemized claims/invoice amounts do not total to check amount.	69894 69962 70512	Incorrect amount on check Incorrect amount on check Incorrect amount on check	Add to next mileage claim Void & reissue Void & reissue
Payment request is lacking sufficient documentation proving receipt of items/services.	69831 70134 70149 70214	Receipts missing Receipts missing Receipts missing Receipts missing	Receipts received Receipts received Receipts received Receipts received
Remit name/address is incorrect.	69786 70262	Incorrect address Incorrect address	Modified vendor address* Modified vendor address*
OTHER: Specify	25910 69833 69970 69994	Meal Overages Meal Overages Incorrect customer number Paid 2 accounts on 1 check	Collect from employees Collect from employee Corrected on check Void & reissue

*Envelope made out with correct address

Internal Claims Auditor Signature:

Debra Meyer-Haight
7/28/15

Date:

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

June 2015

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

Debra Moyer-Haight
Internal Claims Auditor

7/28/15
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 Establishments for 2014-15:**

Item#	CoSer #	Title	In the Amount of
262-15	338.496	Itinerant Speech w/Monroe 2 BOCES	\$ 554
263-15	560.496	SIP w/Monroe 2 BOCES	\$ 3,346

These establishments will be supported as follows:

262-15	338.496	Canisteeo-Greenwood: \$554
263-15	560.496	Corning: \$3,346

2. Budget Increases for 2014-15:

Item #	CoSer #	Title	Increase	From	To
264-15	416.494	Academic Programs, Sp. Facilities w/Monroe 1	\$ 530	\$ 2,865	\$ 3,395
265-15	430.000	Distance Learning	\$ 4,058	\$ 619,848	\$ 623,906
266-15	511.000	Printing	\$ 41,367	\$ 1,023,670	\$ 1,065,037
267-15	550.591	Computer Service, Instructional w/Erie 1 BOCES	\$ 780	\$ 1,417,697	\$ 1,418,477
268-15	567.690	SIP w/Sullivan BOCES	\$ 7,500	\$ 32,500	\$ 40,000
269-15	602.000	Employee Benefit Coordination	\$ 22,563	\$ 147,059	\$ 169,622
270-15	629.591	Computer Service: Management w/Erie 1 BOCES	\$ 28,023	\$ 3,080,707	\$ 3,108,730

These increases will be supported as follows:

264-15	416.494	Corning: \$530
265-15	430.000	Prattsburgh: \$476, Waverly: \$662 and Dutchess BOCES (Pine Plains: \$2,920)
266-15	511.000	Addison: \$114, Arkport: \$135, Avoca: \$978, Bath: \$1,109, Bradford: \$1,027, Campbell-Savona: \$348, Canaseraga: \$308, Canisteeo-Greenwood: \$5, Corning: \$2,871, Elmira: \$ 21,261, Elmira Heights: \$550, Hammondspport: \$4, Hornell: \$835, Horseheads: \$ 6,626, Jasper-Troupsburg: \$248, Odessa-Montour: \$335, Prattsburgh: \$21, Spencer-Van Etten: \$418, Watkins Glen: \$384, Waverly: \$2,854 and Misc. Revenue: \$936
267-15	550.591	Canisteeo-Greenwood: \$780
268-15	567.690	Corning: \$7,500
269-15	602.000	Elmira Heights: \$2,482, Odessa-Montour: \$1,805, Watkins Glen: \$2,934, Waverly: \$4,061 and Misc. Revenue: \$11,281
270-15	629.591	Alfred-Almond: \$319, Avoca: \$122, Bath: \$93, Canisteeo-Greenwood: \$27,398, Corning: \$6, GST BOCES: \$5 and Jasper-Troupsburg: \$10

3. Budget Decreases for 2014-15:

Item #	CoSer #	Title	Decrease	From	To
271-15	250.499	Staffing 1:6:1 w/CAEW BOCES	\$ 1,467	\$ 224,547	\$ 223,080
272-15	525.004	Staff Development: Certified Administrative	\$ 4,065	\$ 1,903,491	\$ 1,899,426
273-15	633.493	Employee Benefit Coordination w/GV BOCES	\$ 1,844	\$ 55,369	\$ 53,525
274-15	635.493	Negotiations w/GV BOCES	\$ 972	\$ 18,440	\$ 17,468

These decreases will be supported as follows:

271-15	250.499	Canisteeo-Greenwood: (\$1,467)
272-15	525.004	Elmira: \$155 and Misc. Revenue: (\$4,220)
273-15	633.493	Addison: (\$1,844)
274-15	635.493	Canaseraga: (\$972)

4. Budget Increases for 2015-16:

Item #	CoSer #	Title	Increase	From	To
001-16	304.001	Itinerant Visually Impaired (Braille Prep)	\$ 838	\$ 53,428	\$ 54,266
002-16	403.003	Alternative Ed-Secondary	\$ 49,990	\$ 1,669,666	\$ 1,719,656
003-16	508.000	Library Services/Media	\$ 3,364	\$ 331,057	\$ 334,421
004-16	513.000	Library Automation	\$ 100	\$ 268,117	\$ 268,217
005-16	525.000	Staff Development: Certified & Administrative	\$ 28,693	\$ 1,890,765	\$ 1,919,458
006-16	527.000	Instructional Materials (Science Resource Center)	\$ 29,917	\$ 743,252	\$ 773,169
007-16	550.591	Computer Service, Instructional w/Erie 1	\$ 21,455	\$ 943,312	\$ 964,767
008-16	605.000	Computer Service: Management	\$ 59,781	\$12,561,949	\$12,621,730
009-16	629.591	Computer Service: Management w/Erie 1	\$ 81,117	\$ 2,825,612	\$ 2,906,729

These increases will be supported as follows:

001-16	304.001	Horseheads: \$838
002-16	403.003	Arkport: (\$9,998), Bradford: \$9,998, Campbell-Savona: (\$19,996), Canaseraga: (\$9,998), Coming: (\$9,998), Elmira: \$99,980 and Prattsburgh: (\$9,998)
003-16	508.000	Hornell: \$3,361 and Horseheads: \$3
004-16	513.000	Horseheads: \$100
005-16	525.000	Avoca: \$28,693
006-16	527.000	Avoca: \$29,917
007-16	550.591	Addison: \$3,000, Alfred-Almond: \$8,835, Avoca: \$44, Canaseraga: (\$2,066), Canisteo- Greenwood: \$11,487, Hammondspport: \$39, Hornell: \$96 and Prattsburgh: \$20
008-16	605.000	Hammondspport: \$32,022, Watkins Glen: \$33,100, Cattaraugus-Allegany BOCES (Andover: \$500) and OCM BOCES (Cortland: {\$5,841})
009-16	629.591	Addison: \$2,515, Alfred-Almond: \$27,851, Arkport: \$25,588, Avoca: (\$12,300), Bath: \$19,142, Bradford: \$2,399, Campbell-Savona: \$2,400, Canaseraga: (\$6,323), Canisteo-Greenwood: \$7,008, Coming: \$3,000, Hammondspport: \$3,010, Hornell: \$512, Jasper Troupsburg: \$2,563 and Prattsburgh: \$3,752

5. Budget Decreases for 2015-16:

Item #	CoSer #	Title	Decrease	From	To
010-16	403.005	Alternative Ed Middle School-Coopers	\$ 96,439	\$ 440,864	\$ 344,425
011-16	512.000	Computer Service Instructional	\$ 5,641	\$ 2,460,413	\$ 2,454,772
012-16	659.591	Planning Service, Management w/Erie 1 BOCES	\$ 12,000	\$ 45,709	\$ 33,709

These decreases will be supported as follows:

010-16	403.005	Bradford: (\$27,554) and Elmira: (\$68,885)
011-16	512.000	Hornell: (\$5,641)
012-16	659.591	Elmira: (\$4,900), Elmira Heights: (\$3,300), Hammondspport: (\$2,050), Hornell: (\$500) and Odessa-Montour: (\$1,250)

B. Federal Fund Establishments and Adjustments.

1. Grant Acceptance and Budget Establishments for 2015-16:

- a. Equivalent Attendance (EA) be accepted and budget established in the amount of \$45,000 for the period July 1, 2015 through June 30, 2016.
- b. Test of Adult Basic Education (TABE) Chemung Co. grant for services be accepted and the budget established in the amount of \$24,000 for the period July 1, 2015 through June 30, 2016 as attached. Approval was received on July 15, 2015.
- c. Food Stamp and Employment Training (FSET) Chemung Co. grant for services be accepted and the budget established in the amount of \$30,000 for the period July 1, 2015 through June 30, 2016 as attached. Approval was received on July 15, 2015.

- d. Work Limited Program grant for services be accepted and the budget established in the amount of \$62,500 for the period July 1, 2015 through June 30, 2016 as attached. Approval was received on July 15, 2015.
- e. School Based Vocational/Work Incentive Program grant be accepted and the budget established in the amount of \$38,435 for the period July 1, 2015 through June 30, 2016 as attached. Approval was received on July 15, 2015.
- f. The Summer of Innovation Funding from Community Foundation of Elmira-Corning & the Finger Lakes, Inc. be accepted and the budget established in the amount of \$4,500 for the period beginning July 1, 2015 to June 30, 2016.

C. Purchasing.

- 1. Approval of Resolution, as attached, to participate in cooperative natural gas bid WFL 2016-19 with Wayne-Finger Lakes BOCES for the Coopers and Wildwood Campuses.
- 2. Permission to bid to purchase the following:
 - a. Welding gases, tank rental and supplies for the Bush, Coopers and Wildwood Campuses for the 2015-16 fiscal year.
 - b. Six wheel single axle truck cab for Coopers CTE Program.

D. Authorization to pay the following membership dues:

- 1. Hornell Area Chamber of Commerce dues in the amount of \$200.00 for 2015-2016 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

E. Acceptance of Donated Items.

- 1. \$450.00 for Extended School Year Program – Corning Location from Institute for Human Services, 6666 County Road 11, Bath, NY 14810.

F. Approval of Municipal Agreement with Schuyler County

Whereas, the Board determines pursuant to General Municipal Law 119-o that for reasons of economy the attached agreement to provide informational technology services and support to Schuyler County is in the best interest of BOCES, and

Whereas, the Board recognizes the efficiency of this agreement, It is hereby resolved that the Board approves the Municipal Agreement with Schuyler County for the term July 1, 2015 through June 30, 2016 as attached.



*innovation in creating student success
through cooperative services*



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: TABE (Test of Adult Basic Education) Testing (Chemung Co. DSS)

Funding Source: County of Chemung

Amount: \$24,000

Time Period Covered by Grant: 07/01/2015 to 06/30/2016

Collaborating Partner Agencies/Entities: Chemung Co. DSS

Lead Agency: Greater Southern Tier BOCES

Target Population: Adults

Purpose(s) of Grant:

Assessment of Reading & Math skills.

Staffing Needs (if any): .40 FTE Instructional, Admin & clerical staff,
hourly instructional staff.

Anticipated Activities/Staff Main Duties/Responsibilities:

Assessment of Reading & Math skills to enter into literacy programs
and/or career training programs.



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: Food Stamp and Employment Training Program (FSET -
Chemung Co.)

Funding Source: County of Chemung

Amount: \$30,000

Time Period Covered by Grant: 7/1/2015 to 6/30/2016

Collaborating Partner Agencies/Entities: Chemung Co. DSS

Lead Agency: Greater Southern Tier BOCES

Target Population: Adults

Purpose(s) of Grant:

Assessment and life skill trainings for recipients of Temporary
Assistance applicants.

Staffing Needs (if any): .13 FTE Administrative & clerical staff, .25
FTE instructional staff.

Anticipated Activities/Staff Main Duties/Responsibilities:

Case Management to FSET participants, assessments, Individual Career
Plan, work history, goal identification and interest inventories.



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: Work Limited Program

Funding Source: County of Chemung

Amount: \$62,500

Time Period Covered by Grant: 7/01/2015 - 06/30/2016

Collaborating Partner Agencies/Entities: Chemung County Department of Social Services, VESID, Literacy Volunteers.

Lead Agency: Greater Southern Tier BOCES

Target Population: Safety Net & TANF eligible individuals who are work limited and/or disabled.

Purpose(s) of Grant:

Working with Safety Net & TANF recipients to increase self-sufficiency by obtaining employment, improving employment status, or qualifying for SSI, SSD, or Veteran's benefits.

Staffing Needs (if any): .60 FTE Coordinator and Instructional

Anticipated Activities/Staff Main Duties/Responsibilities:

Case Management, TABE assessments, vocational & life skills trainings.



Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

REQUEST OF THE BOARD OF EDUCATION FOR ACCEPTANCE OF GRANT AWARD

Staff Contact Person: Frank Speciale

Title of Grant: School Based Vocational/Work Incentive Program

Funding Source: NYS OMH/Chemung County Dept of Social Services/Mental Hygiene

Amount: \$38,435.00

Time Period Covered by Grant: 7/1/2015 to 6/30/2016

Collaborating Partner Agencies/Entities: Probation, DSS, Drug and Alcohol Services, SPOA, EPC and other Mental Health Services

Lead Agency: Greater Southern Tier BOCES Broad Horizons Academy

Target Population: Severely ED Students, Ages 14-21 years

Purpose(s) of Grant: To provide participant wages for severely emotionally disabled 14-21 year old students to help them gain real work experience, improved school performance and experience community citizenship.

Staffing Needs (if any): Existing Special Education Teachers; School Social Workers; Job Coach; Work-Study Transition Teacher.

Anticipated Activities/Staff Main Duties/Responsibilities:

Staff will supervise all students as part of work-study curriculum. Job Coach will oversee individual student workers. Work-Study Transition Teacher will coordinate program and grant requirements.

GENERAL RESOLUTION
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF
ONTARIO, SENECA, WAYNE AND YATES COUNTIES

FOR

Cooperative Natural Gas Bid WFL 2016-19

WHEREAS, The Board of Education, _____ desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of natural gas. And...

WHEREAS, The Board of Education, _____ is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, _____ has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, _____ and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, _____ and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education _____ authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education _____ agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The _____ on behalf of the Board of Education, _____ hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of natural gas and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive

and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Date

Supt. of Schools/ Designated Rep.

School District



*innovation in creating student success
through cooperative services*



AGREEMENT

This Agreement is made this _____, 2015 by and between the Schuyler Steuben Chemung Tioga Allegany BOCES d/b/a Greater Southern Tier (GST) BOCES (hereinafter referred to as BOCES), a New York Board of Cooperative Educational Services, having its principal office at 9579 Vocational Drive, Painted Post, New York 14870 and Schuyler County, 105 Ninth Street, Watkins Glen, New York 14891.

Whereas, the parties are both duly authorized municipal corporations as defined by New York State law, and

Whereas, the parties may both provide said services on an individual and separate basis, and

Whereas, for reasons of economy have determined that this agreement pursuant to General Municipal Law 119-o is in the best interest of both municipal corporations;

Whereas, the parties governing Boards have enacted resolutions recognizing the efficiency of this agreement and authorizing the parties to enter into this agreement;

The parties agree as follows:

1. BOCES responsibilities: Provide informational technology service and support as described in Attachment A
2. Schuyler County responsibilities: Shall be Payment for the services provided by BOCES for the term of July 1, 2015 through June 30, 2016. The services to be performed by BOCES for which Schuyler shall pay are as follows:
 - A. Telecommunication Support
 - B. VOIP Hosting Service
 - C. Regional Network Services/STN Fees
 - D. Document Imaging
 - E. Internet Services
 - F. Desktop Support

Computer Services Center . . . *adding value to your technology*

G. Distributed Systems Resource Service

A – E will follow BOCES established service cost and methodologies.

F – G payments will be determined by calculating the actual BOCES cost for providing personnel to perform agreed upon services (direct and indirect) plus an administrative fee of 15% of that amount. BOCES agrees to consult with and involve County Administrator in personnel selection and salary determination.

Price Changes: After June 30, 2016, BOCES shall notify Schuyler County of changes in pricing no later than May 15 of the year in which the price change shall be implemented.

3. **Payment for Services:** Payment shall be made in twelve equal installments or one annual invoice in January of each year. BOCES shall submit an invoice to the County each month or an annual invoice in January of each year.

The County shall provide payment on the invoice no later than 30 days after the due date on the invoice. Failure to pay the invoice within 30 days may result in termination of the service.

4. **Representation of the Parties:** The representative of GST BOCES is James R. Frame, District Superintendent. The representative of Schuyler County is Dennis A. Fagan, Chairman of the Schuyler County Legislature on behalf of the Schuyler County Legislature. Either party may change its representative by giving written notice to the other.

5. **Governing Law:** This agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

6. **Miscellaneous Provisions:** This agreement constitutes the sole agreement of the participants. The agreement shall not be modified, waived, discharged, or terminated orally. Each participant will perform all other acts and execute and deliver all other documents as may be necessary or appropriate to carry out the intended purpose of this agreement. If any provision of this agreement is held to be invalid, the remainder of the document shall not be affected thereby. This agreement is intended to be consistent with and in compliance with the various laws of the State of New York and shall so be constructed to accomplish such intent.

7. **Duration of the Agreement:** This agreement shall begin on July 1, 2015 and shall end on June 30, 2020. If the parties plan to extend this agreement, they will enter into negotiations for a successor agreement on or before September 1, 2019. Either party is able to cancel this agreement by written notice on or before January 1 of each GST BOCES fiscal year.

8. **Hold Harmless:** Schuyler County releases BOCES from and agrees that the BOCES shall not be liable for and agrees to defend, indemnify and hold the BOCES harmless from and against any and all loss, claim, cause of action, damages, liability (including, without limitation, strict or absolute liability in tort or imposed by statute) charge, cost or expense (including, without limitation, counsel fees) incurred in connection with or arising out of any loss or damages to property or injury to or death of any and all persons that may arise out of acts, or the failure to act, of Schuyler County in connection with the services provided pursuant to this Agreement.

BOCES releases Schuyler County from and agrees that Schuyler County shall not be liable for and agrees to defend, indemnify and hold the Schuyler County harmless from and against any and all loss, claim, cause of action, damages, liability (including, without limitation, strict or absolute liability in tort or imposed by statute) charge, cost or expense (including, without limitation, counsel fees) incurred in connection with or arising out of any loss or damages to property or injury to or death of any and all persons that may arise out of acts, or the failure to act, of the BOCES in connection with the services provided pursuant to this Agreement.

9. Insurance Standards: BOCES covenants and agrees to maintain in full force and effect during the term of this agreement, and any subsequent term, at their expense comprehensive insurance in form, term and content satisfactory to the annexed standards of the County of Schuyler, which are incorporated herein and, to provide as evidence of such compliance, insurance certificate(s) which shall be annexed to and made part of this agreement and shall name the County of Schuyler as certificate holder and notice recipient and shall state that the insurance carrier shall endeavor to provide the County with a minimum of ten (10) days advance notice for Category IV, and with a minimum of thirty (30) days advance notice for other categories, of any material change in, or cancellation or non-renewal of the herein noted insurance coverage. Said certificate(s) shall be annexed hereto prior to or at the time of execution of this agreement by the County of Schuyler, OR ALTERNATIVELY, the COUNTY shall be protected against the activities of BOCES by the insurance carrier of the County under Category II of the insurance standards established by the County of Schuyler and there is annexed to this agreement as evidence of compliance of the foregoing a written statement from the County' insurance carrier and/or agent.
10. Confidentiality: BOCES and all BOCES personnel assigned to perform agreed upon services (direct and indirect) shall observe and require the observance of applicable County, Federal and State requirements relating to the confidentiality of records and information.

GST BOCES, Painted Post, NY

By: _____ Date: _____
Title: Board President

Sworn to before me this ____ Day of _____, 2015

Notary Public

Schuyler County, New York

By: _____ Date: _____
Title: _____

Sworn to before me this ____ Day of _____, 2015

Notary Public

(Municipal Clerk's Certification)
Attachments: Attachment A, Service Description

ATTACHMENT A

GST BOCES - SCOPE OF WORK

1. **TERM OF AGREEMENT:**
This Agreement shall be effective July 1, 2015 through and including June 30, 2016.

2. **SERVICES AND COMPENSATION:**
BOCES will perform the Services as set forth in Schedule A. Schuyler County agrees to pay for said services as outlined below:

Telecommunication Support	\$6,950
VOIP Hosting Service	\$47,500
Regional Network Services/STN Fees	\$17,252
Document Imaging	\$6,000
Internet Services	\$2,009
Desktop Support	\$67,622
Distributed Systems Resource Service	\$123,625
GRAND TOTAL	\$270,958

ATTACHMENT B

**GST BOCES
REGIONAL INFORMATION CENTER
July, 2015**

WIDE AREA NETWORK SERVICE (WAN)

Overview of Service:

- Provides the capability to access, transmit and receive electronic data from regional, state, and national databases
- Provides the infrastructure to transport distance learning, video conferencing, telephone, and internet services
- The Regional Wide Area Network is powered and managed with CISCO systems electronics and software

TELECOMMUNICATIONS SUPPORT

Overview of Service:

- Provides the technical expertise for Local and Wide-Area Network infrastructure. Ensures computer network connectivity within buildings and across the entire GST BOCES service area.
- Provides a network connection to the internet
- Provides security intrusion and protection services of regional and building based networks
- Provides a regional firewall supplementing security practices and unauthorized access
- Provide the technical staff and resources to monitor, scan, and analyze network data flow and traffic; provide analysis and reporting on bottlenecks and trouble areas, as well as the resolution of network problems
- Provide technical staff to configure, install, troubleshoot, and tweak network routers, switches, and wireless controllers

INTERNET SERVICE

Overview of Service:

- Content-managed and filtered Internet access for educational purposes to all workstations on the wide area network
- Procedural support of e-mail, listserv, and Internet Explore • Web application development on a per case/project basis VoIP HOSTING SERVICE

Overview of Service:

- This service provides the design, installation, configuration, and yearly support for a CISCO based Voice Over internet Protocol (VoIP) Communications system. A comprehensive hosting option includes the Call Manager/Subscriber, E911, Paging, Unified Communications Server, and Call Accounting servers.
- A critical component of this service requires the agency to be attached to the Regional Wide Area Network service.
- Included in this service is the ability for the agency to partake in the regional Voice dialing consortium. The regional Voice Dialing plan allows organizations to make inter-district phone calls over the Regional Wide Area Network, thereby eliminating the cost of Local Telephone charge over the Carriers POTS lines. This value added service provides the ability for "extension" dialing between districts; as well as an electronic Directory of all participating districts from the IP phone set.

SERVER SUPPORT

Overview of Service:

- Provides the capability and access to network stored user data, district application data, network file and printer sharing access
- Provide secure and reliable access to all network attached devices; including anti-virus software; network password management through a centralized / managed regional directory of services
- Provides the full complement of resources to host software applications from a centralized location utilizing virtual technologies
- Provide, manage, and maintain, hosting environment with Dell and HP virtual and blade technologies

DESKTOP SUPPORT

Overview of Service:

- Provides Local Area Network Technical support to install, troubleshoot, and support any network attached desktop or laptop computer hardware, tablets, phone devices, BOCES standard supported software as well as County and New York State specific software. This service includes the resolution of problems and issues related to networked and digital technologies and software applications such as internet access, general network access, interactive white boards, e-mail access, and peripheral computerized applications. Also acts as technical liaison between County, BOCES support departments and Supervisors and Software/Hardware vendors for technical support. • This position will take daily direction and assignment of tasks from the GST BOCES DSRS Coordinator assigned to Schuyler County. The position's reporting and Supervision will be the responsibility of the GST BOCES Administrator of Computer Services (for networked services) who will work in consultation with the GST BOCES DSRS Coordinator assigned to Schuyler County.

DISTRIBUTED SYSTEMS RESOURCE SERVICE (DSRS)

Overview of Service:

- This service Provides organizations that have an extensive networked environment with a full range of resources to plan, manage, coordinate, and implement technology initiatives. This service is available to those agencies that subscribe to the regional Telecom Support and Wide Area Network services. This service will provide coordination and leadership for effectively planning, designing and sustaining the extensive RIC technology services implemented throughout the organization.
- This position will have on-sight reporting, communication and direction setting from the County Administrator. This position's reporting and supervision will be the responsibility of the GST BOCES Director of Computer Services in conjunction with the Schuyler County Administrator.

BOCES acknowledges that both positions may require a workweek consisting of non-traditional scheduling due to the 24/7 need for operation within Schuyler County and agrees to provide same per attached schedule of fees.

DOCUMENT IMAGING SERVICE

Overview of Service:

This service provides an enterprise content management system that allows school districts to easily access old and recent employee and student records from their desktop computer. The service provides scanning of paper documents from the district office, digitization, indexing and electronic storage & retrieval as well as backup and retention of data.

PERSONNEL

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

A. Retirements

1. **Sharon Cross**
 Position: **Senior Account Clerk**
 Effective: **end of day July 30, 2015**
 Date of Hire: **July 1, 2005**

2. **Deborah Hoffman**
 Position: **Teacher Aide**
 Effective: **October 24, 2015**
 Date of Hire: **September 1, 1997**

B. Resignations

1. **Elizabeth Ahern**
 Position: **Teacher, English to Speakers of Other Languages**
 Effective: **August 31, 2015**
 Date of Hire: **October 8, 2013**
 Reason: **personal reasons**

2. **Kathryn Cornell**
 Position: **Curriculum Mentor**
 Effective: **July 31, 2015**
 Date of Hire: **January 23, 2012**
 Reason: **other employment**

3. **David Blouin**
 Position: **Teacher, English to Speakers of Other Languages**
 Effective: **July 31, 2015**
 Date of Hire: **September 2, 2014**
 Reason: **other employment**

C. Salary Change

1. **Jeffrey Tham**
 Position: **Personal Computer Coordinator**
 Salary: **increased from \$53,424.54 per year to \$68,000.00 per year**
 Effective: **July 13, 2015**
 Reason: **due to increased duties**

D. Increase in Assignment and Title Change

1. Gail LaJoie

Position: Title change from Virtual Learning Coordinator to **Instructional Support Specialist**, 11 month position, tenured appointment
Effective: July 1, 2015
Increase: from .6 FTE to **.7 FTE**
Tenure Area: Instructional Support Services in the Integration of Technology into Instructional Practices, tenured with GST BOCES July 6, 2002
Certification Status: Permanent, Music, September 1, 1994
Salary: \$69,751.68 per year, prorated
Reason: due to the increase in districts' requests for services and reorganization of duties within the department

E. Civil Service Permanent Appointment, due to successful completion of Probationary Period, no change in salary

1. Stephanie Davis

Position: **Program Assistant**
Permanent Date: August 20, 2015

F. Tenure Appointments, due to successful completion of Probationary Period, no change in salary

1. Katie McDonough

Position: **Principal of Special Education**
Tenure Area: **Principal of Special Education**
Effective Date of Tenure: August 23, 2015
Certification Status: Permanent, School Administrator/Supervisor, September 1, 2010

2. Georgia Weed

Position: **Staff Development Coordinator**
Tenure Area: **Staff Development Coordinator**
Effective Date of Tenure: August 20, 2015
Certification Status: Professional, School District Leader, September 1, 2009

G. Abolishment of Position

- 1. Telephone Operator**, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective July 1, 2015, due to a retirement and the reorganization of duties.

H. Creation of Position

1. **Instructional Support Specialist**, one part-time (.7 FTE) position, 11 months per year, effective July 1, 2015, due to the increase in districts' requests for services and reorganization of duties within the department.

I. Change from Temporary Appointment to Probationary Appointment, due to successful completion of certification requirements

1. Pamela Newton

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

Effective: September 8, 2015

Location: Bush Education Center

Education: Master of Science, Adult Education, Elmira College

Tenure Area: Health Occupations

Certification: Transitional A, Nurse's Assisting 7-12, July 14, 2015 through August 31, 2018

Probationary Period: September 8, 2015 through September 7, 2019

Experience: 27 years of nursing experience

Salary: \$56,753.00 per year (step 10 + credit hour stipend + degree stipend + certification stipend)

Reason for Appt: due to a retirement

J. Appointments

1. Dalton Robie

Position: **Cleaner**, part-time (.5 FTE), 12 month position, Labor Class Civil Service, **Probationary** appointment

Effective: July 1, 2015

Location: Coopers Education Center

Education: High School Diploma, Campbell Savona CSD

Probationary Period: July 1, 2015 through June 30, 2016

Experience: substitution

Salary: \$13.27 (step 1, grade 1)

Reason for Appt: due to a voluntary internal transfer

2. Susan Hamilton

Position: **Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam

Effective: July 27, 2015

Location: Coopers Education Center

Education: Associate in Science, General Studies, Corning Community College

Experience: 1 year Teacher Aide experience with GST BOCES

Salary: \$14.41 per hour (grade 5, step 1)
Reason for Appt: due to a retirement

3. Marjorie Johnson

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Civil Service List # 61806
Effective: July 27, 2015
Location: Bush Education Center
Education: Master of Science, Education, Elmira College
Probationary Period: July 27, 2015 through July 26, 2016
Experience: 19+ years of related experience
Salary: \$16.11 per hour (step 4, grade 9)
Reason for Appt: due to a voluntary internal transfer

4. Kimberly Juda

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Civil Service List # 61806
Effective: July 31, 2015
Location: Bush Education Center
Education: Associate in Science, Business Administration, Corning Community College
Probationary Period: July 31, 2015 through July 30, 2016
Experience: 6 years of related experience
Salary: \$16.11 (step 4, grade 9)
Reason for Appt: due to a resignation

K. Temporary Appointments

1. Grant Woodward

Position: **Adult Literacy Instructor**, full-time (1.0 FTE), 12 month position, **Temporary** appointment, pending completion of certification requirements
Effective: July 1, 2015 through June 30, 2016
Location: GST BOCES region
Education: Master of Science, General Education, Elmira College
Certification: lacking proper certification, Literacy and GED Prep, Adult Education required
Experience: 8 years' related experience
Salary: \$42,500.00 per year
Reason for Appt: due to the increase in districts' requests for services

2. Susan Yochum

Position: **Adult Education LPN Instructor**, full-time (1.0 FTE), 12 month position, **Temporary** appointment, year to year appointment pending student enrollment

Effective: July 1, 2015 through June 30, 2016
Location: Bush and Coopers Education Centers
Education: Associate in Applied Science, Nursing, Corning Community College
Certification: Adult Education Certificate, Job Skills Training Instructor, February 1, 2013 through January 31, 2016
Experience: 8 years' related experience
Salary: \$57,013.84 per year
Reason for Appt: due to the increase in districts' requests for services

3. Melissa Mendolera

Position: **School Business Administrator, CBO, full-time (1.0 FTE), 12 month position, Temporary appointment, pending completion of certification requirements**
Effective: July 13, 2015 through June 30, 2016
Location: Elmira CSD and GST BOCES CBO
Education: Certificate of Advanced Study, School District Business Leader, SUNY Buffalo
Certification: Not certified, School District Business Leadership required
Experience: 7 years' related experience
Salary: \$82,500.00 per year, prorated
Reason for Appt: due to a resignation

4. Jean Barber

Position: **Education Grant Specialist, time-sheet basis, 12 month position, Temporary appointment**
Effective: July 1, 2015 through June 30, 2016
Location: Booth School, Elmira
Salary: \$286.00 per day, time sheet-basis
Reason for Appt: to provide continued support for grant writing

L. Annual Stipend, effective July 1, 2015 through June 30, 2016

- 1. GST BOCES Board Clerk, Stipend \$7,500**
 - a. Doretta Hughson, Secretary to the District Superintendent**
- 2. Computer Services Center**
 - a. Daniel Yorke, WAN, VOIP Team Manager, Stipend \$2,500**

M. Annual Appointment, effective October 1, 2014 through June 26, 2015, Stipend of \$831, prorated

- 1. Coordinating Stipend for Medicaid Oversight**
 - a. Sandra Brennan, School Social Worker**

REPORT OF TEMPORARY AND SUBSTITUTE PERSONNEL

Substitute Appointments

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date***</u>
Bailey, Kathryn	Teacher Aide	\$11.00/Hour	06/26/2015	
Lyden, Dawn	Courier	\$8.75/Hour	07/27/2015	
Sancomb, Chris	Administrator	\$325.00/Day	07/14/2015	08/31/2015
Thompson, Candace	Teacher Aide	\$8.75/Hour	07/14/2015	
Thompson, Candace	Teaching Assistant	\$65.00/Day	07/14/2015	

End Substitute Appointments

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Batrowny, Sandra	Teacher		06/28/2010	06/30/2015
Gleason, Alexa	Teacher Aide		04/18/2011	06/30/2015
Kurcoba, Robert	Teacher Aide		10/01/2014	06/30/2015
Kurcoba, Robert	Teacher		10/01/2014	06/30/2015
Kurcoba, Robert	Teaching Assistant		10/01/2014	06/30/2015
Obrochta, Sarah	Teaching Assistant		10/25/2013	06/30/2015
Obrochta, Sarah	Teacher Aide		10/25/2013	06/30/2015
Preston, Richard	Teacher		08/01/2014	06/30/2015
Reppert, Carol	Teacher Aide		09/01/2006	06/30/2015
Rivas, Roseanne	Teaching Assistant		10/18/2013	06/30/2015
Rivas, Roseanne	Teacher Aide		10/18/2013	06/30/2015
Warriner, Megan	Teacher Aide		09/02/2014	06/30/2015
Warriner, Megan	Teaching Assistant		09/02/2014	06/30/2015
Warriner, Megan	Teacher		09/02/2014	06/30/2015
Warriner, Megan	Clerk		09/02/2014	06/30/2015

Temporary Appointments

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Allen, Joseph	Student Aide - Computer Services	\$8.75/Hour	07/02/2015	08/21/2015
Cornell, Kathryn	Curriculum Mentor	\$36.11/Hour	07/01/2015	07/31/2015
Dubots, Cynthia	Career Ed Resources Specialist	\$13.26/Hour	09/08/2015	06/24/2016
Dupuy, Tanner	Clerk (Reclassify from Student Aide)	\$8.75/Hour	07/01/2015	09/30/2015
Goldman, Andrew	Clerk (Reclassify from Student Aide)	\$8.75/Hour	07/01/2015	09/30/2015
Hall, Aurora	Regional Scorer	\$35.00/Hour	06/09/2015	06/30/2016
Honness, Matthew	Clerk (Reclassify from Student Aide)	\$8.75/Hour	07/01/2015	09/30/2015
Hourihan, Anna	Adult Ed Instructor - RN Clinical	\$25.00/Hour	08/01/2015	
Hurd, Ashley	Regional Scorer	\$35.00/Hour	06/08/2015	06/09/2015
Loomis, Samantha	Clerk - Document Imaging	\$8.75/Hour	06/29/2015	08/21/2015
Princiotto, Michelle	Curriculum Mentor	\$40.00/Hour	07/01/2015	06/30/2016
Strait, Michael	Regional Scorer	\$35.00/Hour	06/09/2015	06/30/2016
Swimelar, Todd	Adult Ed Instructor	\$25.00/Hour	07/01/2015	
Williams, Cynthia	Career Ed Resources Specialist	\$13.26/Hour	09/08/2015	06/24/2016

Summer Innovation Camp, CTE Program; 06/29/2015 - 07/02/2015; \$25.00/Hour

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>End Date</u>
Andrus, Jody	Teaching Assistant, Cosmetology	06/29/2015	07/02/2015
Austin, Kimberly	Teacher, Culinary Arts	06/29/2015	07/02/2015
Beebe, Burton	Teacher, Culinary Arts	06/29/2015	07/02/2015

Bryant, Matthew	Teacher, Conservation	07/06/2015	08/07/2015
Buckley, Carol	Teacher, Cosmetology	06/29/2015	07/10/2015
Dekoeper, James	Teacher, Auto Tech	06/29/2015	07/02/2015
Freeland, Ronny	Teaching Assitant, Culinary Arts	06/29/2015	07/02/2015
Hamilton, Susan	Teacher Aide, Auto Body	06/29/2015	07/02/2015
Heywood, Valerie	Teacher, Animal Science	06/29/2015	08/07/2015
McDonnell, Brian	Teaching Assistant, Auto Tech	06/29/2015	07/02/2015
Ohradzanski, Kristin	Teaching Assistant, Cosmetology	06/29/2015	07/02/2015
Robie, Dale	Teacher, DMA	06/29/2015	07/02/2015
Robinson, Phillip	Teaching Assistant, Auto Tech	06/29/2015	07/02/2015
Runyan, Laurie	Teacher, Culinary Arts	06/29/2015	07/02/2015
Swett, Janice	Teaching Assistant, DMA	06/29/2015	07/02/2015
Wacenske, Jennifer	Teacher, Cosmetology	06/29/2015	07/02/2015

Summer Learning Experience -07/01/2015 - 08/14/2015; Stipend

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Babcock, Leon	Bus Driver - Hornell	\$2,698.00
Bizup, Amy	Jr Leader - Coopers	\$1,734.00
Bowie, Jenn	Leader/Lifeguard - Hornell	\$2,548.00
Buckley, Trent	Jr Leader - Avoca	\$1,734.00
Burdick, Raymond	Bus Driver - Woodhull	\$2,698.00
Carpenter, Alyssa	Leader/Lifeguard - Coopers	\$2,548.00
Carroll, Linda	Sr Leader - Bath	\$3,519.00
Carroll, Wayne	Sr Leader/Lifeguard - Bath	\$3,619.00
Clark, Christopher	Sr Leader - Coopers	\$3,519.00
Deats, Adam	Site Coordinator - Coopers	\$5,942.00
Deats, Megan	Leader - Bath	\$2,448.00
DeBolt, Leonard	Site Coordinator - Bath	\$5,942.00
Elwell, Thomas	Program Coordinator - Multiple Sites	\$5,508.00
Grimmer, Patrick	Leader/Lifeguard - Hornell	\$2,548.00
Hoyt, Stephen	Site Coordinator - Hornell	\$5,942.00
Longwell, Gregory	Site Coordinator - Woodhull	\$5,942.00
Mauro, Joseph	Leader/Lifeguard - Woodhull	\$2,548.00
Ortiz, Derek	Outward Learning Coordinator -	\$3,239.00
Quinlan, Timothy	Sr Leader - Hornell	\$3,519.00
Robinson, Phillip	Jr Leader - Bath	\$1,734.00
Rohn, Catherine	STEM Teacher - All Sites	\$2,000.00
Russell, Megan	Leader/Lifeguard - Woodhull	\$2,548.00
Sprague, Geoffrey	Jr Leader - Woodhull	\$1,734.00
Swett, Janice	Sr Leader - Coopers	\$3,519.00
VanAmburg, Karl	Leader/Lifeguard - Avoca	\$2,548.00
Watson, Cynthia	Site Co-Coordinator - Avoca	\$4,730.00
Webb, Wendy	Sr Leader - Woodhull	\$3,519.00
Wolf, Mary	Leader - Hornell	\$2,448.00
Wolfanger, Susan	Site Co-Coordinator - Avoca	\$4,730.00

Zigenfus, Samantha Jr Leader - Avoca \$1,734.00

Cosmetology Summer School Program - 07/06/2015 - 08/07/2015

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Ohradzenski, Kristin	Teacher	\$143.71/Day
Sheehan, Kara	Teacher	\$361.43/Day
Wacenske, Jennifer	Teacher	\$274.38/Day
Buckley, Carol	Teacher	\$313.78/Day

Operations & Maintenance Summer Help Program - 07/01/2015 - 09/04/2015

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Beers, Dale	Laborer - Coopers	\$8.75/Hour
Bradely, Isaac	Laborer - Wildwood	\$8.75/Hour
Brazie, Braden	Laborer - Coopers	\$8.75/Hour
Bush, Michael	Laborer - Bush	\$8.75/Hour
Ellington, Cameron	Laborer - Wildwood	\$8.75/Hour
Forenz, Amanda	Laborer - Wildwood	\$8.75/Hour
Fuller-Sincock, Mackenzie	Laborer - Coopers	\$8.75/Hour
Hammond, Andrew	Laborer - Wildwood	\$8.75/Hour
Hoose-Saukas, Patrick	Laborer - Coopers	\$8.75/Hour
Kinnerney, James	Laborer - Wildwood	\$9.50/Hour
Kramer, Joshua	Laborer - Wildwood	\$8.75/Hour
Kramer, Kassidy	Laborer - Wildwood	\$8.75/Hour
Robie, Dale	Laborer - Coopers	\$9.50/Hour
Swimelar, Todd	Laborer - Wildwood	\$9.50/Hour
Watson, Kristen	Laborer - Coopers	\$8.75/Hour
Wyant, James	Laborer - Wildwood	\$9.50/Hour
Zwanka, Dakota	Laborer - Bush	\$8.75/Hour

Student Aide Appointments - Broad Horizons Academy

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Olmedo, Jasmine	Student Aide	\$8.75/Hour	07/15/2015	06/15/2021

Regional Summer School Principals & Assistant Principals - 07/01/2015-08/21/2015; Stipend

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Allis, Byron	Assistant Principal - Elmira	\$5,400.00
Bay, Kory	Principal - Prattsburgh	\$5,400.00
Blitz, Megan	Assistant Principal - Horseheads	\$5,400.00
Kinnaird, Paige	Principal - Elmira	\$5,800.00
Kurchey, Ardith	Principal - Corning	\$5,800.00
McFarland, Stephen	Principal - Watkins Glen	\$5,400.00
Murphy, Mary (Molly)	Principal - Hornell	\$5,400.00
Pichany, Catherine	Principal - Waverly	\$5,400.00
Saks, Damian	Principal - Horseheads	\$5,800.00
Siebert, Erica	Principal - Campbell-Savona	\$5,400.00
Vesci, Paul	Assistant Principal - Waverly	\$5,400.00

Summer Curriculum Work

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>	<u>End Date</u>
Newton, Pamela	Teacher, LPN/Nurse Assisting	\$25.00/Hour	07/01/2015	08/31/2015
Richmond, Paul	Teacher, New Visions ILB	\$25.00/Hour	07/01/2015	08/31/2015

Curriculum Workshops - 07/01/2014 to 06/30/2015; \$17.50/Hour

<u>Name</u>	<u>Name</u>
Aquilio, Patrick	Knowles, Kimberly
Binkowski, Michael	Lasco, Rachel
Bresett, Christin	McFarland, Stephen
Brewer, Stephanie	Nicholson, Corey
Brown, Jessica	Palmer, Katherine
Brown, Neil	Pluchino, Maria
Budinger, Lisa	Reynolds, Erica
Clark, Christopher	Rosno, Nicole
Clark, Rachelle	Saxton, Megan
Coleman, Caitlin	Musselwhite-Scott, Cheryl
Delany, Randi	Simons, Tara
DiDominick, Kenneth	Smith, Clarissa
Evans, Nanette	Switzer, Darcy
Gillette, Kim	Teets, Tammy
Hammond, Elizabeth	Trifoso, Stefka
Higgins, Ashleigh	Tuttle, Maryellen
Holding, Amelia	Young, Dennis
Hoobler, Alyssa	

***No end date indicates position is ongoing

<h1>POLICY</h1>	<p>9010</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>
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SUBJECT: EQUAL OPPORTUNITY FOR EMPLOYEES

The Greater Southern Tier BOCES Board affirms its commitment to prevent discrimination against and harassment of employees in accordance with federal and state laws. The BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, age, or under the Boy Scouts Act, in its programs, activities, or employment.

The District Superintendent is responsible for the recommendation of a Civil Rights Compliance Officer.

A notice of the BOCES policy of equal opportunity for employees shall be published and distributed.

<h1>POLICY</h1>	<p>9230</p> <p>Adopted: October 2, 2007 1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>
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SUBJECT: EMPLOYMENT OF RELATED INDIVIDUALS

No employee of the BOCES will participate on an interview committee where a family member or relative of the employee, related by blood or marriage, is being considered for a regular BOCES position, ~~substitute or temporary work, or consulting work.~~ No supervisory staff of the BOCES shall hire, supervise, recommend promotion, review or discipline any other BOCES employee who is a family member (i.e., spouse, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or first cousin), ~~relative, significant other,~~ or a person in a close relationship and/or living in the same household.

In the event that a new supervisory hiring, marriage, promotion or reorganization results in a situation not in compliance with this policy where a supervisor is a family member (as defined above) or lives in the same household with one of the employees s/he supervises, reassignment or transfer may be effected the supervisor will notify the District Superintendent of the situation promptly. Upon receipt of such notice, the District Superintendent may reassign or transfer either the supervisor or the related employee, or the District Superintendent may elect to maintain the supervisory relationship.

POLICY	<p>9020</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>
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SUBJECT: EQUAL OPPORTUNITY GRIEVANCE PROCEDURE FOR EMPLOYEES

The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, or employment.

Grievance Procedure

Section 1

If an employee believes that s/he has been discriminated against in violation of policy 9010, that person may bring forward a complaint, which shall be referred to as a grievance, to the BOCES' civil rights compliance officer.

Section 2

Step (a):

The complainant(s) shall discuss the grievance informally with the compliance officer, or s/he may file a written complaint with the compliance officer. The compliance officer, or a neutral, experienced party, will then investigate the substance of the complaint in a thorough and impartial manner. The compliance officer will reply to the complainant and all material parties (including the individual who allegedly engaged in discrimination or harassment of the complainant), in writing within fourteen (14) days of the initiation of the complaint. If additional time is needed to conduct a thorough and impartial investigation, the compliance officer will so notify the material parties (within the fourteen (14) days above), along with an expected completion date of the investigation and the reply to the complaint.

Step (b):

If any material party wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the District Superintendent within seven (7) days after receipt of the compliance officer's decision. The District Superintendent, or designee, shall meet with any material party and/or their representatives within fourteen (14) days of receipt of the appeal, and make such other inquiries which the District Superintendent, or designee, deems appropriate.

POLICY	<p>9020</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>
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Thereafter, the District Superintendent, or designee, shall send his/her decision in writing to the material parties within fourteen (14) days of such meeting. The District Superintendent, or designee, will notify the material parties of the approximate date of a decision on the appeal, if there is good cause for an extension.

Step (c):

If any material party is not satisfied with the decision of the District Superintendent, s/he may appeal through a signed, written statement to the Board within seven (7) days of receipt of the District Superintendent's decision in Step (b). The Board shall notify all material parties of any such appeal. In an attempt to resolve the grievance, the Board (or a civil rights expert(s) on behalf of the Board) shall meet with the material parties and/or their representatives within thirty (30) days of receipt of such an appeal. The Board's written disposition of the appeal shall be sent to the complainant within fourteen (14) days of this meeting. The Board will notify the material parties of the approximate date of the meeting or a decision on the appeal, if there is good cause for an extension of the deadlines above.

Step (d):

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office for Civil Rights, Department of Education.

Section 3

The compliance officer, on request, will provide a copy of this grievance procedure to any BOCES employee.

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer.

When used in this policy, *days* shall mean calendar days.

Publication

The BOCES shall promulgate this policy in the BOCES' official newspaper. Annual BOCES publications shall contain the name, business address and telephone number of the District's civil rights compliance officer.

<h1>POLICY</h1>	<p>9020</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>
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Employment Application

Each employment application of the BOCES shall contain the following language:

The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, admission of students, or employment.

<h1>POLICY</h1>	9570
	Adopted: March 4, 2014 1st Reading: July 7, 2015 2nd Reading: August 6, 2015
	Personnel & Negotiations

SUBJECT: MOBILE DEVICE MANAGEMENT POLICY

Purpose

The BOCES Board is committed to and encourages an open and collaborative environment. To this end, the BOCES provides some employees with mobile devices to enhance the services they provide to school districts. While these devices can make employees more effective, there are inherent risks in the use of mobile devices, including the ease by which these items or personally sensitive data can become lost or stolen.

The purpose of this policy is to clearly state the position of BOCES concerning mobile devices and to define user requirements necessary to mitigate these risks.

Definitions

Mobile Device: Any handheld or portable computing device including, but not limited to, a smartphone, PDA or tablet. This includes, but is not limited to the following: laptops, netbooks, iPods, iPads, Kindles, Nooks, or smartphones.

Examples of unacceptable electronic devices include, **but are not limited to**, the following: gaming devices [i.e., Nintendo 3DS, Handheld PlayStation (PSP), etc.], recording devices, radios, pagers, devices that only support WEP encryption, 802.11b only devices, and any other similar devices.

Sensitive Information: Any information that, if released to the public, could be used to cause harm or damage to either an individual or the district. Such information could include social security numbers, driver's license information, or individual financial information (such as credit card numbers, bank account numbers, or financial statements). Sensitive Information is used in this document to include high-risk, restricted and confidential information.

PIN: Personal Identification Number: This can be any combination of numbers (usually a minimum of four) that is used to unlock a device.

Remote Wipe: The ability to erase all data on a device when the user and the device are physically separated. This is most often done through a service that the manufacturer provides via a website.

<h1>POLICY</h1>	9570					
	<table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;">Adopted:</td> <td>March 4, 2014</td> </tr> <tr> <td>1st Reading:</td> <td>July 7, 2015</td> </tr> <tr> <td>2nd Reading:</td> <td>August 6, 2015</td> </tr> </table> <p>Personnel & Negotiations</p>	Adopted:	March 4, 2014	1st Reading:	July 7, 2015	2nd Reading:
Adopted:	March 4, 2014					
1st Reading:	July 7, 2015					
2nd Reading:	August 6, 2015					

Virus: A computer program that is usually hidden within another seemingly innocuous program that has the function of stealing or destroying data or causing any number of unwanted system behaviors.

Malicious Software: Often called malware, this is software designed to disrupt computer operation, gather Sensitive Information, or gain unauthorized access to computer systems.

Anti-virus Software: Software designed to detect and/or remove Malicious Software and Viruses from a computer system.

Security Patch: A fix to a program or application that eliminates a vulnerability exploited by malicious hackers. Most Mobile Devices will notify the user of updates to their installed applications that include the latest vulnerability fixes.

Policy

It is the responsibility of anyone who utilizes the GST BOCES internal network for the purpose of accessing or processing Sensitive Information using a Mobile Device to take appropriate measures at all times to safeguard that information. An individual who uses the GST BOCES network and configures a personal mobile device to access district data is responsible for securing or removing the data on the device if the device were to be compromised, lost, or if the individual has its relationship with BOCES terminated. All such individuals (“Users”) will ensure they are taking every reasonable precaution against accidental or intentional data compromise by implementing the standards below. ~~It is strongly recommended that~~ Users must also implement the ~~guidelines~~ standards below.

Standards

- All use of Mobile Devices, which utilize GST BOCES network resources, will be subject to the Acceptable Use Policy for Computing and Network Resources.
- If possible, all devices will be updated to the latest device operating system with the latest Security Patches.
- In addition to the above security settings, all Users are expected to use their device in an ethical manner. Using a device in ways not designed or intended by the manufacturer is not allowed. This includes, but is not limited to, “jail-breaking” or “rooting” the device. Devices that are “jail-broken,” “rooted,” or hacked will not be permitted on the network.

<h1>POLICY</h1>	9570
	<p>Adopted: March 4, 2014 1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>

- All applications (apps) will be updated with the latest Security Patches.
- All devices will be configured with a PIN, ~~pattern~~, or password-enabled lock screen configured to activate at no more than 10 minutes of inactivity.
- All devices will have Remote Wipe enabled either through ActiveSync, a third party app or MDM solution, or the manufacturer’s website.
 - A remote wipe may be used in the event of involuntary or voluntary termination of employment. During the exit interview process, ActiveSync data and all other Sensitive Information must be removed from all personal mobile devices and validated by the appropriately appointed GST BOCES personnel.
- Users will immediately notify the GST BOCES Helpdesk or IT support team should they believe that their device has been lost, stolen, or otherwise compromised so that appropriate actions to safeguard data and the GST BOCES Network can be enacted.
 - If the BOCES suspects a security breach related to a Personal Device, it may take any and all actions deemed appropriate to secure data, and the GST BOCES Network, including, but not limited to, disconnecting the device from the network and remote wiping the device.
 - A remote wipe may also be used in the event that the mobile device is lost or stolen.
- All devices that have been used to store, access and/or process Sensitive Information will be wiped to remove such data before they are transferred to someone else through sale or gifting.

Guidelines

- Users should make sure they know the location of their Mobile Devices at all times. Mobile Devices should not be left unattended.
- Users should not allow someone who is not authorized access to the GST BOCES network to use their devices if they are used to process Sensitive Information.
- Users should install and regularly update Anti-virus Software.
- Users should learn how their Mobile Devices function. Not all users are aware that when they open an attachment from email most devices will store a copy of this attachment somewhere on the device. Users should consult the device user manual and other sources to learn how the device handles data.

<h1>POLICY</h1>	9570
	Adopted: March 4, 2014 1st Reading: July 7, 2015 2nd Reading: August 6, 2015 Personnel & Negotiations

- It is good practice to use a Mobile Device only for transitory storage of Sensitive Information. Users should delete any Sensitive Information stored on their devices immediately after the work with it is completed.

The BOCES assumes no responsibility for the loss of, theft of, or damage to any personal mobile device.

<h1>POLICY</h1>	9110
	<p>Adopted: August 22, 2006 Revised: June 5, 2012 1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Personnel & Negotiations</p>

SUBJECT: SALARY FOR NON-UNIT EMPLOYEES

The Board endeavors to provide fair and competitive salaries to its non-unit employees. The following policies apply to non-unit employees' salaries:

Computation of Salary

Salary for twelve (12)-month employees will be based on 260 days. Salary for eleven (11)-month employees will be based on 238 days.

Entry-Level Salary

The entry-level salary for newly-hired non-unit employees will be within a salary range developed by the hiring supervisor and the District Superintendent or designee. The actual salary placement of new hires is at the discretion of the Board, based upon the recommendation of the District Superintendent to the Board of Education. Non-Unit staff hired after April 1st will not receive a salary increase for the next school year.

Pay Periods

Twelve (12)-month non-unit employees may choose either twenty-six (26) or twenty-seven (27) pay periods per fiscal year.

Paycheck distribution

Non-unit employees shall have their paychecks direct deposited upon completion of the required authorization for the financial institution selected by the employee. Direct deposits will be transmitted to the financial institution on each pay.

Tax-Sheltered Annuities

Non-unit employees may have their salaries reduced and have such amount paid to a tax-sheltered annuity of the employee's choice from a list of approved service providers.

POLICY	9110
	Adopted: August 22, 2006 Revised: June 5, 2012 1st Reading: July 7, 2015 2nd Reading: August 4, 2015
Personnel & Negotiations	

Involuntary Transfer

If a non-unit clerical employee is involuntarily transferred from one (1) site to another, and the transfer results in a round trip commute of twenty (20) or more extra miles, an annual stipend will be paid to such employee. If such employee is eligible for such stipend, he or she shall be paid twenty-one dollars (\$21) per mile for each additional mile required for the commute. Such stipend will be prorated and paid on a monthly basis for one (1) year.

<h1>POLICY</h1>	<p>4526</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Instruction</p>
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SUBJECT: STUDENT EMAIL ACCEPTABLE USE POLICY

The GST BOCES Board of Education acknowledges that email may be an appropriate instructional tool for students. This policy contains key information regarding management of the system and user responsibilities.

Email services are provided to students whose instructional program, as determined by their teachers, the Principal and the Technology Director, so require. A student email account is obtained as part of the request for general network access and is to be used only to support BOCES educational activities.

Email messages are not private and students have no expectation of privacy or confidentiality. The student consents to any and all monitoring, auditing, inspection, and disclosure of email at the discretion of authorized BOCES personnel. Students are required to conduct themselves in a responsible and lawful manner and are expected to comply with the Student Code of Conduct and the Internet Protection Policy (4527). Furthermore, students will:

1. Use email to communicate with others within and outside the BOCES and school district so long as those communications are related to legitimate educational activities.
2. Not use email for personal gain or other similar activities.
3. Refrain from sending confidential information in emails (such as personally identifiable information as defined by the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) such as date of birth, home address, phone number, credit card number or social security number). Email sent to recipients outside the regional email system is unencrypted and unsecure and must not contain confidential information.

Any abuse of the email system, including but not limited to using the system in such a way so as to violate the Student Code of Conduct, will result in the student being removed from the BOCES email system and may also result in additional disciplinary actions.

Email security is a joint responsibility of BOCES technical staff and student email users. Student email users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their accounts by unauthorized individuals. This includes a familiarity with prevalent invasive activities such as phishing, spoofing, and malware proliferation. Definitions of these and related terms shall be provided in ongoing training provided to all students.

POLICY	4526 1st Reading: July 7, 2015 2nd Reading: August 6, 2015 Instruction
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Email messages will not be retained by the BOCES for more than one (1) year.

The BOCES Technology Committee will periodically review and update this policy as new technologies and organizational changes are planned and implemented.

Ref.: Schedule ED-1

<h1>POLICY</h1>	<p>4528</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Instruction</p>
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SUBJECT: STUDENT PERSONAL ELECTRONIC DEVICE POLICY

The BOCES Board of Education recognizes that as new technologies continue to change the world in which we live, they also provide many new and positive educational opportunities for classroom instruction. For this reason, BOCES students may bring their own personal electronic wireless devices— tablets, iPads, smartphones, laptops, netbooks, e-readers, etc. to BOCES. With teacher approval, students may use their personal electronic devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize available productivity tools.

Definition of “Device”

For purposes of this policy, “device” means a personally-owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, tablets, iPads, smartphones, laptops, netbooks, e-readers, etc.

Internet

Only the student wireless network (BYOD-BO) provided by BOCES may be accessed while on BOCES’ campuses/classrooms. Cell phones/cell network adapters (i.e. Verizon Jetpack mifi devices or devices with cell/data capabilities) are not permitted to be used to access outside networks at any time on the BOCES’ campuses/classrooms. All internet traffic, while on the BYOD-BO wireless network, will be subject to monitoring and filtering.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. BOCES is not liable for any device stolen or damaged on campus/classroom. Protective cases for devices are encouraged.

Access to BOCES’ network is a privilege, not a right. The use of technology, whether owned by BOCES or supplied by students, entails personal responsibility. Students will comply with BOCES’ student conduct and acceptable use policies, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher and the BOCES program. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. Students are encouraged to report any misuse immediately to their teacher, principal, or other school administrator.

<h1>POLICY</h1>	<p>4528</p> <p>1st Reading: July 7, 2015 2nd Reading: August 6, 2015</p> <p>Instruction</p>
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Files and communication sent over BOCES' network are not private. BOCES reserves the right to monitor students' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as necessary when on the BYOD-BO wireless network.

Students who wish to use devices to access BOCES' BYOD-BO wireless network must complete the required form prior to such access being provided.

<h1>POLICY</h1>	<p>5490</p> <p>1st Reading: August 6, 2015 2nd Reading: August 25, 2015</p> <p>Student Policies</p>
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SUBJECT: USE OF PHYSICAL RESTRAINTS IN SCHOOL

The BOCES Board of Education believes that the safety of students is of paramount concern. To ensure the safety of students and staff, the Board hereby adopts the following standards for the use of physical restraints of students:

1. **Physical restraints to contain and/ or control the behavior of students should only be used to ensure safety and protection.** Except where otherwise specified as part of an approved individual crisis management plan or emergency intervention plan, *physical restraints should only be employed as a safety response to acute physical behavior and their use is restricted to the following circumstance: The student, other students, staff members or others are at imminent risk of physical harm.*
2. **Parents or persons in parental relation will be informed that physical intervention may be used if student demonstrates imminent danger to himself or others.**
3. **Physical intervention should never increase (or create more) risk than the behavior it is trying to contain.** As any physical restraint involves some risk of injury to the student or staff, staff must weigh this risk against the risks involved in failing to physically intervene when it may be warranted.
4. **Physical restraints must never be used as (1) punishment, (2) consequences, (3) “demonstrating who is in charge”, or (4) classroom maintenance** (such as enforcing compliance with directions or rules or for preventing the student from leaving the classroom). Additionally, restraints must not be used for the convenience of staff, as a substitute for an educational program, as a substitute for less restrictive alternatives, or as a substitute for adequate staffing patterns.
5. **Physical restraints should only be employed after other less intrusive approaches (such as behavior support techniques or verbal interventions) have been attempted unsuccessfully, or where such alternative approaches cannot be reasonably employed, whether due to insufficient time or otherwise.**
6. **Physical restraints must only be employed for the minimum time necessary.** They must cease when the student is judged to be safe and no longer at risk of self-injury or harming others.

POLICY

5490

1st Reading: August 6, 2015

2nd Reading: August 25, 2015

Student Policies

7. **Physical restraints may only be undertaken by staff who have successfully completed a comprehensive crisis management course** that covers: (1) crisis definition and theory, (2) the use of de-escalation techniques, (3) crisis communication, (4) anger management, (5) physical restraint techniques, (6) the legal, ethical, and policy aspects of their use, (7) decision-making related to physical restraints, (8) debriefing strategies, (9) signs of distress and effect on the student and how to monitor, (10) identification of events and environment factors that may trigger an emergency safety situation, (11) instruction on the Board of Education's policy on physical restraints, (12) the effects of restraint on ALL students, and (13) the needs and behaviors of the population being served. They must also have demonstrated competency in performing the intervention techniques, which is measured and documented according to relevant professional and/or state regulatory guidelines and the guidelines of the crisis management course.
8. **All staff involved in an incident of physical restraint must have successfully completed the comprehensive crisis management training program, been assessed as competent in the use of physical restraints, and have successfully completed a skills review within the previous calendar year.** All staff assigned to special education programs and all teacher aides will successfully complete the comprehensive crisis management training program. Staff members who are unable to complete such training during the required time period may be unable to continue their employment with BOCES. This policy will be reviewed with all staff during orientation at the beginning of each school year and immediately with any newly hired staff. Untrained staff may not restrain students.
9. **Only physical restraint skills and decision-making processes that are taught in the comprehensive crisis management course and approved by the BOCES may be used.** All techniques (including decision-making processes) must be applied according to the guidelines provided in the training and in this policy.
10. **Where possible, staff members must consult with peers and supervisors prior to initiating any physical restraint.**
11. **Two or more staff members should be involved in any physical restraint** to help ensure safety and accountability. A nurse or medically trained person should be in attendance during any physical restraint to observe and monitor the student and staff for physical indicators of distress.

POLICY

5490

1st Reading: August 6, 2015

2nd Reading: August 25, 2015

Student Policies

12. **Students may not be permitted to restrain or to assist in the restraint of other students.**
13. **Following any incident involving physical restraint, the special education program must ensure that post-incident medical and follow-up evaluation, debriefing and support is offered to the student, the staff members, and any other people involved in or witnessing the episode. Staff members should provide the student with an explanation for the intervention and offer the student an opportunity to express his or her views on what transpired.**
14. **Any initial use of physical restraint on a student must be reported to the principal responsible for the program in which such student attends and an individual crisis management plan or emergency intervention plan may be developed and implemented by the concerned parties, including making informed decision-making with parents and/or guardian. The use of restraints should be discussed with the student and under what circumstances restraint would be used and what kind. The plan should cover the use of positive and less intrusive intervention techniques and specify the circumstances under which physical restraint may or may not be an appropriate response in the future.**
15. **All incidents of physical intervention must be recorded on incident report forms that reflect the stated policy and include (at least) details of the incident, the people involved, the preventive strategies that were employed, actual techniques used, any injuries sustained by the student or staff, and debriefing that was provided for the student. Principals must review all such reports and appropriate action should be taken (for example, counseling for the student and/or staff members, critical incident review, skills update, notification to external authorizes). A student's parent or person in parental relation must be notified of any incident involving physical intervention. The data collection system should be used for a data-driven decision making process that concentrates on adjusting the system to support the student.**
16. **If any injuries to a student result from the use of a physical restraint, the details must be reported to the principal responsible for the program in which such student attends and the Superintendent or his/her designee. A formal review of the incident and the individual crisis management and/or the behavior intervention plan must be conducted.**