

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

REGULAR BOARD MEETING

Coopers Education Center, Bldg. 8
Large Conference Room

TUESDAY, NOVEMBER 7, 2023

6:15 p.m.

PRESENT: Donald Keddell (via Zoom), Neil Bulkley, Kathleen Hagenbuch, Pamela Strollo (via Zoom), Colleen Talada, Robert Wheeler

EXCUSED: Alice Learn

ALSO PRESENT: District Superintendent Stacy Saglibene; Cabinet Members: Steve Andrus, Jeff Berdine, Beth Dryer, Colleen Hurd, Doug Johnson, Tracy Loukopoulous, Vince Moschetti, Rob Sherburne, Sarah Vakkas, Brad Yackel; Guests: Kim Driskell, Matt McGarrity, Heather Saltsman

1. CALL TO ORDER

District Superintendent Saglibene called the regular meeting to order at 6:15 p.m.

CARRIED UNANIMOUSLY

2. ACCEPTANCE OF THE AGENDA

24-045

Upon the motion of Hagenbuch, seconded by Wheeler, it was resolved to accept the agenda.

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

None.

4. CONSENSUS ITEMS

24-046

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

A. Approval of Minutes

1. Regular Meeting – October 3, 2023
2. Special Meeting – October 25, 2023

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – August 2023
2. Student Activities – Bush Education Center: 7/1/23-9/30/23
3. Student Activities – Coopers Education Center: 7/1/23-9/30/23
4. Student Activities – Wildwood Education Center: 7/1/23-9/30/23

C. Internal Claims Auditor Report

1. September 2023

CARRIED UNANIMOUSLY

5. FINANCE

24-047

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

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2023-2024:

Item #	CoSer #	Title	In the Amount of
63-24	455.000	Substantial Equivalence Review	\$ 35,092
64-24	681.492	Planning Svcs. Mgmt. w/Erie 2 BOCES	\$ 36,280

These establishments will be supported as follows:

63-24	455.000	Addison: \$15,951, Corning: \$3,190, Hammondsport: \$3,190, Hornell: \$3,190, Prattsburgh: \$9,571
64-24	681.492	Addison: \$36,280

2. Budget Increases for 2023-2024:

Item #	CoSer #	Title	Increase	From	To
65-24	403.001	Alternative Education (ABL)	\$ 11,430	\$ 116,631	\$ 128,061
66-24	430.000	Distance Learning	\$ 18,878	\$ 748,567	\$ 767,445
67-24	460.599	Distance Learning w/BT BOCES	\$ 18,760	\$ 18,760	\$ 37,520
68-24	500.000	Community Schools	\$ 125,458	\$ 629,640	\$ 755,098
69-24	508.000	Library Service/Media	\$ 3,745	\$ 1,100	\$ 4,845
70-24	511.000	Printing	\$ 129,332	\$ 1,178,481	\$ 1,307,813
71-24	527.000	Instructional Materials	\$ 13,118	\$ 1,162,808	\$ 1,175,926
72-24	537.000	School Curriculum	\$ 2,801	\$ 1,898,226	\$ 1,901,027
73-24	548.596	School/Curr. Improv. Plan w/Albany BOCES	\$ 3,021	\$ 1,813	\$ 4,834
74-24	605.000	Comp. Svc.: Mgmt.	\$ 137,026	\$ 17,154,713	\$ 17,291,739
75-24	609.000	Safety/Risk Management	\$ 5,400	\$ 1,194,106	\$ 1,199,506
76-24	669.697	Comp. Svc. w/S.Westchester BOCES	\$ 40,679	\$ 16,361	\$ 57,040

These increases will be supported as follows:

65-24	403.001	Addison: \$30, Bath: \$7,500, Corning: \$3,300, Hammondsport: \$600
66-24	430.000	Addison: \$519, Alfred-Almond: \$260, Arkport: \$52, Avoca: \$26, Bath: \$1,136, Campbell-Savona: \$3,244, Elmira: \$9,331, Elmira Heights: \$260, Hammondsport: \$182, Horseheads: \$1,817, Odessa-Montour: \$156, Prattsburgh: \$156, Spencer-Van Etten: \$571, Watkins Glen: \$1,168
67-24	460.599	Elmira: \$18,760
68-24	500.000	Addison: \$3,247, Bath: \$3,450, Corning: \$47,406, Jasper-Troupsburg: \$30,000, GV BOCES: (Geneseo: \$41,355)
69-24	508.000	Horseheads: \$1,145, TST BOCES: \$2,600,
70-24	511.000	Addison: \$7,539, Alfred-Almond: \$521, Arkport: \$281, Avoca: \$1,741, Bath: \$1,724, Bradford: \$993, Campbell-Savona: \$8,084, Canaseraga: \$151, Canisteo-Greenwood: \$732, Elmira: \$31,082, Elmira Heights: \$12,022, Hammondsport: \$1,105, Hornell: \$4,290, Horseheads: \$23,708, Jasper-Troupsburg: \$524, Odessa-Montour: \$7,877, Prattsburgh: \$285, Spencer-Van Etten: \$6,690, Watkins Glen: \$2,000, Waverly: \$13,959, Misc. Revenue: (Chemung County: \$168, City of Hornell: \$42, Corning Community College: \$1,318, Town of Big Flats: \$1,972, Village of Horseheads: \$524)
71-24	527.000	BT BOCES: (Maine-Endwell: \$2,524), FEH BOCES: (St. Regis Falls: \$2,404), Rockland BOCES: \$7,008, Sullivan BOCES: (Livingston Manor: \$1,182)
72-24	537.000	BT BOCES: (Deposit: \$2,801)
73-24	548.596	Horseheads: \$3,021
74-24	605.000	Addison: (\$519), Alfred-Almond: (\$260), Arkport: (\$52), Avoca: (\$26), Bath: (\$1,136), Campbell-Savona: (\$3,244), Corning: \$10,721, Elmira: (\$9,331), Elmira Heights: (\$260), Hammondsport: (\$182), Horseheads: (\$1,817), Odessa-Montour: (\$156), Prattsburgh: (\$156), Spencer-Van Etten: (\$571), Watkins Glen: (\$1,168), CAEW BOCES: (Hinsdale: \$16,290, Randolph: \$26,969), Dutchess BOCES: (Dover: \$11,565), HFM BOCES: (Canajoharie: \$3,509), Nassau BOCES: (Malverne: \$24,218), PNW BOCES: (Mahopac: \$37,758), WSWHE BOCES: (Queensbury: \$24,874)

75-24 609.000 Bath: \$4,900, Corning: \$500
 76-24 669.697 Elmira: \$40,679

3. Budget Decreases for 2023-2024:

Item #	CoSer #	Title	Decrease	From	To
77-24	447.492	Distance Learning w/Erie 2 BOCES	\$ 315	\$ 5,429	\$ 5,114
78-24	562.493	School Curriculum w/GV BOCES	\$ 16,389	\$ 110,039	\$ 93,650
79-24	579.492	Staff Development: Other w/Erie 2 BOCES	\$ 32,181	\$ 32,690	\$ 509
80-24	616.594	Coop. Bid Coord. (Energy) w/OCM BOCES	\$ 947	\$ 34,178	\$ 33,231
81-24	620.596	Public Info.: Central w/ALBANY BOCES	\$ 54,843	\$ 264,060	\$ 209,217
82-24	671.592	Coord.: Insurance Mgmt. w/Questar III BOCES	\$ 2,150	\$ 19,836	\$ 17,686
83-24	677.592	Business Office Support w/Questar III BOCES	\$ 2	\$ 43,824	\$ 43,822

These decreases will be supported as follows:

77-24	447.492	Canistee-Greenwood: (\$315)
78-24	562.493	Arkport: (\$16,389)
79-24	579.492	Avoca: (\$19,140), Campbell-Savona: \$250, Watkins Glen: (\$13,291)
80-24	616.594	Elmira: (\$1,050), Odessa-Montour: \$103
81-24	620.596	Arkport: (\$44,392), Hornell: (\$10,451)
82-24	671.592	Canistee-Greenwood: (\$2,150)
83-24	677.592	Bradford: (\$1), Odessa-Montour: (\$1)

4. Transfers within programs for 2023-2024:

- a. Report of all fund transfers for the period 9/1/2023 – 9/30/2023, as attached.
- b. Transfers in excess of \$10,000.

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
511	Printing	A511-6313-400-0-09 Contractual		\$ 300,000
		A511-6313-300-0-09 Supplies	\$ 175,000	
		A511-6313-301-0-09 Other Supplies	\$ 125,000	
		Total	\$ 300,000	\$ 300,000
537	SIP	A537-6211-300-0-00 Supplies		\$ 43,630
		A537-6211-300-0-00 Supplies		\$ 30,000
		A537-6211-440-1-27 Consultant		\$ 6,000
		A537-6211-440-1-33 Consultant		\$ 42,542
		A537-6211-300-0-00 Supplies	\$ 6,000	
		A537-6211-440-1-06 Consultant	\$ 42,542	
		A537-6211-440-1-28 Consultant	\$ 43,630	
		A537-6211-440-1-31 Consultant	\$ 30,000	
Total	\$ 122,172	\$ 122,172		
605	Computer Svc.: Mgmt.	A605-7710-164-2-99 N-I OT/Extra Work		\$ 14,843
		A605-7710-300-L-99 Supplies		\$ 58,218
		A605-7710-300-Y-99 Supplies		\$ 12,945
		A605-7710-816-2-99 Health Ins		\$ 11,927
		A605-7710-816-L-99 Health Ins		\$ 31,020
		A605-7710-819-L-99 HRA		\$ 41
		A605-7710-160-2-99 N-I Salaries	\$ 89,279	
		A605-7710-160-Y-99 N-I Salaries	\$ 12,945	
		A605-7710-166-2-99 N-I Temp Salary	\$ 14,843	
		A605-7710-813-2-99 NYS ERS	\$ 11,927	
Total	\$ 128,994	\$ 128,994		

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2023-2024:

- a. Perkins V/CTE grant be accepted, and the budget established in the amount of \$463,570 for the period July 1, 2023, through June 30, 2024, as attached.

Approval was received on October 4, 2023.

- b. WIA Title II, Adult Basic Education and Literacy (ABE) grant be accepted, and the budget established in the amount of \$100,000 for the period July 1, 2023, through June 30, 2024, as attached. Approval was received on September 19, 2023.
- c. WIA Title II, Adult Education and Literacy (Literacy Zone) grant be accepted, and the budget established in the amount of \$150,000 for the period July 1, 2023, through June 30, 2024, as attached. Approval was received on September 19, 2023.
- d. WIA Title II, Corrections Education and Other Institutionalized Programs (Incarcerated) grant be accepted, and the budget established in the amount of \$200,000 for the period July 1, 2023, through June 30, 2024, as attached. Approval was received on October 10, 2023.
- e. FSET (Food Stamp & Employment Training) Chemung County contract for services be accepted and the budget established in the amount of \$30,000 for the period July 1, 2023, through June 30, 2024, as attached. Approval was received on September 20, 2023.
- f. Equivalent Attendance (EA) be accepted, and the budget established in the amount of \$60,000 for the period July 1, 2023, through June 30, 2024.
- g. EPE (Employment Preparation Education) grant be accepted, and the budget established in the amount of \$300,000 for the period July 1, 2023, through June 30, 2024, as attached. Approval was received on October 10, 2023.
- h. STAC (Systems to Track and Account for Children) grant for services be accepted and the budget established in the amount of \$175,000 for the period July 1, 2023, through June 30, 2024, as attached. Approval was received on October 16, 2023.

C. Acceptance of Donations

- 1. 44 feet of 6-inch pile (steel), valued at \$1400, donated to the Welding Program at the Wildwood Campus. This was donated by R & R Docks, 5092 County Route 70A, Bath, NY 14810.
- 2. 300 Pumpkins, valued at \$900, donated to the Phoenix Academy at the Bush Campus. The donation was from The Pumpkin Stand, 7844-NY, Ovid, NY 14521.

D. Approval of Textbook

- 1. Approval of the textbook, The Accounting Game, for use in the Professional Business Technology Program, as attached.

E. School Refunds

- 1. School refunds for Schuyler-Steuben-Chemung-Tioga-Allegany BOCES for 2023-

2024 in the amount of \$7,469,700.91, based on the 2022-2023 final expenditures, as attached.

CARRIED UNANIMOUSLY

6. PERSONNEL

24-048

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

A. RETIREMENTS

Name	Position	Eff. Date	Date of Hire
1. Jacquelyn Weaver	School Social Worker	11/07/23	09/01/05
2. Samuel Gauss	Principal	06/30/24	01/02/02

B. RESIGNATIONS

Name	Position	Eff. Date	Date of Hire
1. Brittany Hamilton	Teacher Aide	10/11/23	10/11/23
2. Bernadette Sramek	Accountant	10/13/23	09/19/05
3. Faith Shepler	AV Aide	10/20/23	09/04/18
4. Tina Cassada	Network Tech Specialist	10/27/23	02/13/23
5. Willie White	Teacher Aide	11/03/23	04/17/23
6. Gary Stewart	Teaching Assistant	11/21/23	10/23/19

C. AMENDED APPOINTMENTS From 10/03/23 Board Meeting corrective action

Name	Position	Corrective Action
1. Laurie Crout	Teacher Aide (Resignation) <i>To accept internal position of Teaching Assistant 09/05/23</i>	Effective Date: 09/04/23
2. Kati Lewis	Cook manager (Resignation)	Effective Date: 08/31/23
3. Lori Rogers	Teaching Assistant	Increase FTE: .89 to 1.0
4. Jennifer Robbins	Teacher Aide	Increase Assign: 6.0 to 6.5 hrs.
5. Benjamin Thomas	Net Tech Specialist Trainee	Effective Date: 09/18/23
6. William Polcyn	Courier	Prob Date: 09/18/23 – 09/17/24

D. TENURE APPOINTMENT, due to successful completion of Probationary Period, no change in salary.

Name	Position	Effective	Status
1. Raymond Harndon	Teaching Assistant Tenure Area: Teaching Assistant	12/05/23	Level 3 TA

E. APPOINTMENTS

Name	Position	Probationary Period	Status
1. Kim Clark	Teaching Assistant Tenure Area: Teaching Assistant	10/09/23 – 10/08/27	Level 3 TA
2. Melinda Comstock	Teaching Assistant Tenure Area: Teaching Assistant	11/13/23 – 11/12/27	Level 3 TA

F. TEMPORARY TO PROBATIONARY APPOINTMENTS, due to successful completion of certification requirements. No change in Salary

Name	Position	Probationary Period	Certification
1. Colin Jansen	Teacher	09/05/23 – 09/04/27	Transitional A
2. Andrew Degnan	Teaching Assistant	09/29/23 – 09/28/27	L1 Teaching Assistant

G. TEMPORARY APPOINTMENTS, appointment pending completion of certification requirements expiring June 26, 2024

Name	Position	Effective Date
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1. Meg Bush Teacher 10/30/23
Certification Area: Not certified, Cosmetology / Barbering 7 - 12 required
2. Michael Strong Teaching Assistant 09/29/23
Certification Area: Not certified, Teaching Assistant required
3. Jordan Burley Teaching Assistant 10/02/23
Certification Area: Not certified, Teaching Assistant required
4. Bradley Baker Teaching Assistant 10/10/23
Certification Area: Not certified, Teaching Assistant required
5. Melissa Peckham Teaching Assistant 10/10/23
Certification Area: Not certified, Teaching Assistant required
6. Steven Hoad Teaching Assistant 10/11/23
Certification Area: Not certified, Teaching Assistant required
7. Michael Morey Teaching Assistant 10/23/23
Certification Area: Not certified, Teaching Assistant required

H. CIVIL SERVICE PERMANENT APPOINTMENTS, due to successful completion of Probationary Period, no change in salary

Name	Position	Permanent Date
1. Mark Belloma	Courier	11/14/23
2. Halle Kastenhuber	Teacher Aide	11/16/23

I. COMPETITIVE CIVIL SERVICE PROBATIONARY APPOINTMENT, due to passing Civil Service Exam.

Name	Position	Probationary Period	Exam Number
1. Emily Kies	Occ Therapist	10/03/23 – 10/02/24	Con't Recruit
2. Dawn VanOrder	Payroll Spec	10/03/23 – 12/26/24	73849
3. Maryan Tong	Payroll Spec	10/03/23 – 12/26/24	73849
4. Elizabeth Burgess	Payroll Spec	10/03/23 – 12/26/24	73849
5. Stacey White	Payroll Spec	10/03/23 – 12/26/24	73849
6. Margaret Soper	Payroll Spec	10/06/23 – 10/05/24	60554
7. Beth Westervelt	Payroll Spec	10/06/23 – 10/05/24	60554
8. William VanAlstyne	Payroll Spec	10/06/23 – 10/05/24	60554
9. Karrie Loomis	Program Assist	09/19/23 – 09/18/23	60227

J. NON-COMPETITIVE CIVIL SERVICE PROBATIONARY APPOINTMENT

Name	Position	Probationary Period
1. Jade Young	Registered Nurse	10/10/23 – 12/17/24
2. Nicole Bordeaux	Registered Nurse	12/11/23 – 02/17/25
3. Vicki Egerton	Teacher Aide	10/02/23 – 12/09/24
4. Brittany Hamilton	Teacher Aide	10/11/23 – 12/18/24
5. Chloe Bracken	Teacher Aide	10/12/23 – 12/19/24

K. STIPENDS

Name	Stipend	Eff. Date	Amount
1. Gary Leonard	Energy Technician	07/01/23 – 06/30/24	\$1,200.00
2. Deborah Condie	Home School Coordinator #2	07/01/23 – 06/30/24	\$2,500.00
3. Kara Lorden	Mentor	09/05/23 – 06/26/24	\$1,146.00
4. Patricia Bushey	Mentor	10/01/23 – 06/26/24	\$1,031.40
5. Kecia Nicholson	Mentor	09/05/23 – 06/26/24	\$1,146.00
6. Courtney Perez	Mentor	09/05/23 – 06/26/24	\$1,146.00
7. Gretchen McKinley	Skills USA Advisor	09/05/23 – 06/26/24	\$1,376.00
8. Michael Fodge	Skills USA Advisor	09/05/23 – 06/26/24	\$1,376.00
9. Leigha Jones	Skills USA Advisor	09/05/23 – 06/26/24	\$1,376.00
10. Jennifer Gallicchio	Skills USA Advisor	09/05/23 – 06/26/24	\$1,376.00
11. Andrew Dennis	Skills USA Advisor	09/05/23 – 06/26/24	\$1,376.00
12. Nicole Burt	Positive Behavioral Interventions and Support Team Leader	10/01/23 – 06/26/24	\$1,238.40
13. Nathan Lamonski	Team Leader Stipend	10/10/23 – 06/30/24	\$1,817.31

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

L. Approval of the Attached Report Regarding Temporary and Substitute Personnel

CARRIED UNANIMOUSLY

7. APPOINTMENTS

24-049

Upon the recommendation of the Superintendent, and on the motion of Hagenbuch, seconded by Bulkley, it was resolved to appoint the following to the indicated positions for the 2023-2024 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services:

- A. Lead Evaluator Matthew McGarrity
- B. Dignity Act Coordinator Matthew McGarrity

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT’S REPORT

A. Preferred Educational Future

Board President Keddell discussed the following:

- He asked if students had counseling services through BOCES. District Superintendent Saglibene said yes.
- Adjunct services for dental assisting; Bush Campus WBL connection for dental assisting.
- Rob Sherburne shared that BOCES will be doing signing days for new hires, recent Coopers Campus/Siemens hiring.
- In reference to Portrait of a Student, he highlighted that work ethic needs to be emphasized in our contribution to community business and industry.
- He asked for feedback on the retreat. Board Member Hagenbuch said it was time well spent. She left with a deeper sense of the whole strategic plan. It was great professional team bonding even though it was tactical work. Facilitator was good. Board Member Strollo thought it was fantastic and a great use of time. Board Member Talada said a lot of wish lists were discussed and felt the Board should prioritize maybe three things. Everyone agreed a short list should be initiated with three goals. Board President Keddell said that at the next meeting, during President’s Report, the group should work on identifying these goals.

9. SUPERINTENDENT’S REPORT

District Superintendent Saglibene reported the following:

- Regarding NYSED: Certification updates, reciprocity, assessment flexibility, honoring different holidays, connecting cabinet reports to BOCES focus areas.

EXECUTIVE SESSION

24-050

Upon the motion of Talada, seconded by Wheeler, it was resolved to move into Executive Session at 6:45 p.m. to discuss employment histories of particular persons.

CARRIED UNANIMOUSLY

24-051

Upon the motion of Bulkley, seconded by Hagenbuch, it was resolved to end Executive Session at 6:51 p.m. and resume Public Session.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

24-052

Upon the motion of Wheeler, seconded by Bulkley, it was resolved to adjourn the meeting at 6:52 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

sv
November 8, 2023

Sarah Vakkas
Board Clerk, pro tem
