

Schuyler-Steuben-Chemung-Tioga-Allegany (SSCTA)

Board of Cooperative Educational Services

9579 Vocational Road, Painted Post, New York 14870

REGULAR BOARD MEETING

Bush Education Center, Bldg. 1
Distance Learning Room

TUESDAY, DECEMBER 5, 2023

6:15 p.m.

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

EXCUSED: Colleen Talada

ALSO PRESENT: District Superintendent Stacy Saglibene (via Zoom);
Cabinet Members: Jeff Berdine, Colleen Hurd, Doug Johnson, Tracy Loukopoulous, Vince Moschetti, Rob Sherburne, Sarah Vakkas (via Zoom), Brad Yackel; Guests: Nicole Burt

1. CALL TO ORDER

Board Vice President Learn called the regular meeting to order at 6:15 p.m.

2. ACCEPTANCE OF THE AGENDA

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

24-053

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

Board Member Bulkley stated that he has an issue to discuss in Executive Session.

4. CONSENSUS ITEMS

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

24-054

A. Approval of Minutes

1. Regular Meeting – November 7, 2023

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – July 2023 (revised)
2. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – August 2023 (revised)
3. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – September 2023
4. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – October 2023

C. Internal Claims Auditor Report

1. October 2023

CARRIED UNANIMOUSLY

5. FINANCE

Upon the recommendation of the Superintendent, and on the motion of Hagenbuch, seconded by Strollo, 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
84-24	107.499	CTE w/CAEW BOCES	\$ 10,173
85-24	254.499	Staffing 1:8:1 w/CAEW BOCES	\$ 30,651
86-24	419.693	Academic Program Spec. Fac. w/TST BOCES	\$ 2,850
87-24	421.594	Academic Program Spec. Fac. w/OCM BOCES	\$ 432
88-24	431.499	Arts in Ed. w/CAEW BOCES	\$ 4,421
89-24	553.696	School Curriculum w/Oswego (Citi) BOCES	\$ 50
90-24	554.494	School Curriculum w/Monroe 1 BOCES	\$ 2,120
91-24	655.596	Business Office Support w/Albany BOCES	\$ 27,843

These establishments will be supported as follows:

84-24	107.499	Alfred-Almond: \$10,173
85-24	254.499	Alfred-Almond: \$30,651
86-24	419.693	Corning: \$300, Horseheads: \$1,950, Spencer-Van Etten: \$600
87-24	421.594	Elmira: \$432
88-24	431.499	Alfred-Almond: \$2,226, Campbell-Savona: \$2,195
89-24	553.696	Addison: \$50
90-24	554.494	Odessa-Montour: \$2,120
91-24	655.596	Addison: \$27,843

2. Budget Increases for 2023-2024:

Item #	CoSer #	Title	Increase	From	To
92-24	401.000	Arts in Education	\$ 2,500	\$ 456,224	\$ 458,724
93-24	460.599	Distance Learning w/BT BOCES	\$ 9,380	\$ 37,520	\$ 46,900
94-24	500.000	Community Schools	\$ 9,570	\$ 755,098	\$ 764,668
95-24	511.000	Printing	\$ 60,589	\$ 1,307,813	\$ 1,368,402
96-24	527.000	Instructional Materials	\$ 4,369	\$ 1,175,926	\$ 1,180,295
97-24	535.499	Equipment Repair w/CAEW BOCES	\$ 1,297	\$ 56,665	\$ 57,962
98-24	537.000	School Curriculum	\$ 141,473	\$ 1,901,027	\$ 2,042,500
99-24	550.591	Comp. Svc.: Instr. w/Erie 1 BOCES	\$ 27,427	\$ 2,357,554	\$ 2,384,981
100-24	555.591	Model Schools w/Erie 1 BOCES	\$ 607	\$ 89,864	\$ 90,471
101-24	558.693	School Curriculum w/TST BOCES	\$ 1,107	\$ 216,563	\$ 217,670
102-24	605.000	Comp. Svc.: Mgmt.	\$ 74,137	\$ 17,291,739	\$ 17,365,876
103-24	609.000	Safety/Risk Management	\$ 9,228	\$ 1,182,836	\$ 1,192,064
104-24	629.591	Comp. Svc.: Mgmt. w/Erie 1 BOCES	\$ 22,483	\$ 3,143,851	\$ 3,166,334
105-24	648.698	Recruiting w/PNW BOCES	\$ 2,837	\$ 38,761	\$ 41,598
106-24	657.698	Policy Manual Service w/PNW BOCES	\$ 31	\$ 1,564	\$ 1,595
107-24	659.591	Policy Manual Service w/Erie 1 BOCES	\$ 11,407	\$ 216,451	\$ 227,858
108-24	670.494	Comp. Svc.: Mgmt. w/Monroe 1 BOCES	\$ 1,138	\$ 22,653	\$ 23,791
109-24	671.592	Coord. of Insurance Mgt. w/Questar III BOCES	\$ 2,150	\$ 17,686	\$ 19,836
110-24	674.591	Negotiations w/Erie 1 BOCES	\$ 9,698	\$ 5,006	\$ 14,704
111-24	681.492	Planning Svcs.: Mgmt. w/Erie 2 BOCES	\$ 51,324	\$ 36,280	\$ 87,604

These increases will be supported as follows:

92-24	401.000	Corning: \$2,500
93-24	460.599	Elmira: \$9,380
94-24	500.000	Spencer-Van Etten: \$9,570

95-24	511.000	Addison: \$1,464, Alfred-Almond: \$708, Arkport: \$164, Avoca: \$73, Bath: \$5,584, Bradford: \$81, Campbell-Savona: \$1,654, Canaseraga: \$349, Canisteo-Greenwood: \$123, Elmira: \$16,652, Elmira Heights: \$1,484, Hammondsport: \$1,239, Hornell: \$53, Horseheads: \$11,669, Jasper-Troupsburg: \$160, Odessa-Montour: \$2,510, Prattsburgh: \$657, Spencer-Van Etten: \$1,290, Watkins Glen: \$2,188, Waverly: \$10,840, Misc. Revenue: (Chemung County: \$474, City of Hornell: \$302, Corning Community College: \$237, Notre Dame: \$109, St. Mary Our Mother: \$101, Steuben County: \$79, Town of Big Flats: \$32, Village of Horseheads: \$313)
96-24	527.000	Horseheads: \$3,285, Sullivan BOCES: (Livingston Manor: \$1,084)
97-24	535.499	Alfred-Almond: \$1,062, Canisteo-Greenwood: \$235
98-24	537.000	Bath: (\$9,500), Campbell-Savona: \$4,615, Canisteo-Greenwood: \$2,110, Hornell: \$63,800, WFL BOCES: (Gananda: \$29,400, Red Creek: \$27,000), Monroe 1 BOCES: (Rush-Henrietta: \$24,048),
99-24	550.591	Addison: \$1,056, Alfred-Almond: (\$5,343), Arkport: \$2,550, Avoca: \$12,981, Bath: \$1,748, Bradford: \$588, Campbell-Savona: \$7, Canaseraga: \$999, Canisteo-Greenwood: \$3,154, Corning: \$65, Elmira Heights: \$5,474, Hammondsport: \$1,492, Hornell: \$947, Jasper-Troupsburg: \$1,681, Prattsburgh: \$28
100-24	555.591	Arkport: \$14, Bath: \$68, Canisteo-Greenwood: \$525
101-24	558.693	Elmira: \$1,107
102-24	605.000	Bath: \$9,500, Elmira Heights: \$7,268, Spencer-Van Etten: \$2,000, CEWW BOCES: (Northern Adirondack: \$8,925), Nassau BOCES: (Locust Valley: \$14,574), Questar III BOCES: (Cairo-Durham: \$11,250, Coxsackie-Athens: \$10,967), Misc. Revenue: (Autism/DASA/Save Trainings: \$9,153, Yates County: \$500)
103-24	609.000	Avoca: \$60, Bath: \$150, Canisteo-Greenwood: \$150, Corning: \$720, Elmira: \$720, Hornell: \$30, Horseheads: \$330, Odessa-Montour: \$90, Spencer-Van Etten: \$60, Watkins Glen: \$30, BT BOCES: (Binghamton: \$60, Windsor: \$30), ONC BOCES: (Cherry Valley Springfield: \$6,798)
104-24	629.591	Addison: \$407, Alfred-Almond: \$9,728, Arkport: \$672, Avoca: \$1,223, Bath: \$943, Bradford: \$216, Campbell-Savona: \$319, Canaseraga: \$437, Canisteo-Greenwood: \$1,314, Corning: \$375, Elmira Heights: \$151, Hammondsport: \$515, Hornell: \$1,530, Jasper-Troupsburg: \$1,311, Prattsburgh: \$3,342
105-24	648.698	Bath: \$2,837
106-24	657.698	Addison: \$31
107-24	659.591	Canisteo-Greenwood: \$11,407
108-24	670.494	Corning: (\$2,240), Elmira: \$3,378
109-24	671.592	Canisteo-Greenwood: \$2,150
110-24	674.591	Addison: \$8,430, Elmira: \$43, Elmira Heights: \$1,225
111-24	681.492	Addison: \$4,684, Avoca: \$19,140, Canisteo-Greenwood: \$27,500

3. Budget Decreases for 2023-2024:

Item #	CoSer #	Title	Decrease	From	To
112-24	250.499	Staffing 1:6:1 w/CAEW BOCES	\$ 339	\$ 104,604	\$ 104,265
113-24	423.497	Alt. Ed. w/Cayuga Onondaga BOCES	\$ 20	\$ 24,887	\$ 24,867
114-24	505.494	Ed. Comm.: Music Library w/Monroe 1 BOCES	\$ 962	\$ 962	\$ -
115-24	528.000	Industry/Education Activities Coord. (CDC)	\$ 75,781	\$ 788,638	\$ 712,857
116-24	540.698	Staff Dev.: Cert. & Admin. w/PNW BOCES	\$ 59,965	\$ 61,650	\$ 1,685
117-24	430.000	Distance Learning	\$ 2,266	\$ 772,865	\$ 770,599
118-24	525.000	Staff Development	\$ 425	\$ 685,960	\$ 685,535

These decreases will be supported as follows:

112-24	250.499	Alfred-Almond: (\$339)
113-24	423.497	Spencer-Van Etten: (\$20)
114-24	505.494	Arkport: (\$962)
115-24	528.000	Misc. Revenue: Career Development Council: (\$75,781)
116-24	540.698	Canisteo-Greenwood: (\$1,650), Hornell: (\$58,315)
117-24	430.000	Arkport: (\$2,266)
118-24	525.000	Campbell-Savona: (\$425)

4. Transfers within programs for 2023-2024:

a. Report of all fund transfers for the period 10/1/2023 – 10/31/2023, as attached.

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

<u>COSER</u>			<u>TRANSFER</u>	<u>TRANSFER</u>
<u>NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>IN</u>	<u>OUT</u>
102	CTE	A102-3020-400-0-05 Contractual		\$ 25,000
		A102-3010-205-0-04 Software	\$ 25,000	

			Total	\$	25,000	\$	25,000
605	Computer Svc.: Mgmt.	A605-7710-400-D-01 Contractual				\$	328,254
		A605-7710-400-D-02 Contractual				\$	43,737
		A605-7710-400-D-03 Contractual				\$	178,544
		A605-7710-400-D-04 Contractual				\$	57,576
		A605-7710-400-D-05 Contractual				\$	87,499
		A605-7710-400-D-06 Contractual				\$	104,550
		A605-7710-400-D-07 Contractual				\$	83,706
		A605-7710-400-D-08 Contractual				\$	241,000
		A605-7710-400-D-09 Contractual				\$	46,994
		A605-7710-400-D-12 Contractual				\$	23,574
		A605-7710-400-D-14 Contractual				\$	127,409
		A605-7710-400-D-17 Contractual				\$	15,996
		A605-7710-400-D-18 Contractual				\$	41,838
		A605-7710-400-D-24 Contractual				\$	20,098
		A605-7710-205-D-01 Software	\$	328,254			
		A605-7710-205-D-02 Software	\$	43,737			
		A605-7710-205-D-03 Software	\$	178,544			
		A605-7710-205-D-04 Software	\$	57,576			
		A605-7710-205-D-05 Software	\$	87,499			
		A605-7710-205-D-06 Software	\$	104,550			
		A605-7710-205-D-07 Software	\$	83,706			
		A605-7710-205-D-08 Software	\$	241,000			
		A605-7710-205-D-09 Software	\$	46,994			
		A605-7710-205-D-12 Software	\$	23,574			
		A605-7710-205-D-14 Software	\$	127,409			
		A605-7710-205-D-17 Software	\$	15,996			
		A605-7710-205-D-18 Software	\$	41,838			
		A605-7710-205-D-24 Software	\$	20,098			
			Total	\$	1,400,775	\$	1,400,775

B. Federal Fund Establishments and Adjustments

1. Budget Establishment for 2023-2024:

- a. Regional Partnership Center – Technical Assistance Center grant budget established in the amount of \$1,495,990.00 for the period of July 1, 2023, through June 30, 2024. This is the fifth year of a five-year contract.

C. Purchasing

1. Approval of Resolutions, as attached, to participate in the NYSMEC cooperative natural gas and electricity bids with OCM (Onondaga-Cortland- Madison) BOCES, effective May 1, 2024.
2. Approval of Resolution, as attached, to participate in cooperative bidding for the purchase of computer forms, computers, storage systems, software, optical mark reading forms and relates supplies with Onondaga-Cortland-Madison (OCM) BOCES for the period of November 1, 2023, through October 31, 2024.
3. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software and licensing packages for the 2023-2024 fiscal year. ComSource, Converge Technology Solutions, Dell Marketing LP, MA Polce Consulting, MGT of America Consulting Corp., and QNA Tech.
4. Approval of the Electric Base Agreement, as attached, with Energy Cooperative of America for one-year, effective January 2024 through January 2025.

5. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software/learning packages for the 2023-2024 fiscal year. Amplify, CMC Neptune, imagiLabs, Imagine Learning, Kognity US, Inc., Local Impact, Robo Wunderkind, and Tequipment.
6. Approval of Resolution, as attached, for the Installment Purchase Agreement for laptops, monitors, printers, wireless video audio extender, and whiteboard(s), in the amount of \$349,200 plus any additional fees. This IPA is for the Corning-Painted Post City School District for a five-year term.

D. Acceptance of Donations

1. 1988 Chevy Camaro motor engine and transmission to the Bush CTE Diesel Program from Linda McDonald, 93 Prospect Hill Road, Horseheads, NY 14845.
2. 1300 lbs. of metal ½ “piling to the Wildwood Welding Program from Ben Weitsman of Hornell, 6334 County Route 64, Hornell, NY 14843.

E. Corrective Action Plans

1. Acceptance of the Corrective Action Plan for the 2022-2023 External Audit of Extra-Classroom Activity Funds, as attached.
2. Acceptance of the Corrective Action Plan for the 2022-2023 External Audit of General Fund, as attached.

F. Authorization to Pay the Following Membership Dues

1. New York State School Boards Association (NYSSBA) in the amount of \$11,774 for 2024 for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

CARRIED UNANIMOUSLY

6. PERSONNEL

24-056

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

A. RETIREMENTS

Name	Position	Eff. Date	Date of Hire
1. Elaine Frew	Teacher	11/30/23	09/05/00
2. Fiona O'Connor	Education Grant Specialist	12/29/23	01/05/15
3. Wendy Rogers	Sr. Account Clerk	03/01/24	07/02/07

B. RESIGNATIONS

Name	Position	Eff. Date	Date of Hire
1. Jennifer Falk	Teaching Assistant	10/30/23	09/11/23
2. Shawna Bailey	Teacher Aide	11/02/23	01/30/23
3. William Howe	Maintenance Mechanic	11/17/23	08/16/21
4. William Atwood	Cleaner	11/22/23	09/01/23
5. Jessica Bond	Teaching Assistant	12/07/23	09/01/21
6. Kristina Bement	Teaching Assistant	12/21/23	09/15/22
7. Debra Mountain	Licensed Practical Nurse	01/05/24	02/08/19

C. DISCONTINUATION OF EMPLOYMENT

Name	Position	Eff Date:	Date of Hire
1. Marie Labaze	Teacher	12/15/23	12/16/19

D. INCREASE IN ASSIGNMENT

Name	Position	Increase	Eff. Date
1. Laurie Crout	Teaching Assistant	.86 FTE to .93 FTE	10/25/23
2. Emily Harndon	Teaching Assistant	.86 FTE to 1.0 FTE	10/30/23

E. DECREASE IN ASSIGNMENT

Name	Position	Decrease	Eff. Date
1. Melissa Peckham	Teaching Assistant	.89 to .86	11/20/23

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

Name	Position	Effective	Status
1. Shannon Wilcox	Teaching Assistant	12/19/23	Level 3 TA
Tenure Area: Teaching Assistant			

G. APPOINTMENTS

Name	Position	Probationary Period	Status
1. Clark-Ann Kretz	Specially Designed Instructional Support Specialist		
Tenure Area: Students with Disabilities		12/01/223 – 11/30/27	Professional
2. Michael Martuscello	Instructional Support Teacher		
Tenure Area: Childhood Education Gr 1 – 6		11/01/23 – 10/31/27	Initial

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

Name	Position	Probationary Period	Certification
1. Isabel Milazzo	Teaching Assistant	10/26/23 – 10/25/27	L1 Teaching Assistant
2. Bradley Baker	Teaching Assistant	11/10/23 – 11/09/27	L1 Teaching Assistant

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

Name	Position	Eff Date
1. Courtney Wayman	Teacher	12/11/23
Certification Area: Not certified, Special Education required		
2. Cassandra Mustico	Teaching Assistant	11/17/23
Certification Area: Not certified, Teaching Assistant required		
3. Bradley Powers	Teaching Assistant	11/27/23
Certification Area: Not certified, Teaching Assistant required		

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

Name	Position	Permanent Date
1. Andrea Lewis	Cook Manager	12/28/23
2. Amy Nero	Registered Nurse	12/28/23
3. Heather Stewart	Licensed Practical Nurse	12/13/23
4. Jenna Audinwood	Teacher Aide	01/02/24

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

Name	Position	Probationary Period	Exam Number
1. Jennifer Hamilton	Comp Apps Spec	11/07/23 – 11/06/24	22278

2.	Jennifer Gaylor	Comp Apps Spec	11/07/23 – 11/06/24	22278
3.	Ben Marczyk	CAPS Trainee	11/07/23 – 11/06/24	22987
4.	Debra Storch	CAPS Trainee	11/07/23 – 11/06/24	22987
5.	Gage Coon	NTS Trainee	11/07/23 – 11/06/24	22985
6.	Thomas Benjamin	NTS Trainee	11/07/23 – 11/06/24	22985
7.	Chase Johnston	NTS Trainee	11/07/23 – 11/06/24	22985

L. COMPETITIVE CIVIL SERVICE PROVISIONAL APPOINTMENTS, pending successful Civil Service Exam results.

<u>Name</u>	<u>Position</u>	<u>Eff Date</u>
1. Jason Batrowny	Principal Account Clerk	11/27/23
2. Brendon Dick	Principal Account Clerk	12/04/23
3. Caitlyn Cilley	Sr. Account Clerk	11/20/23
4. Kelsey Amidon	Program Assistant	11/01/23
5. Jessica Molter	Sr. Computer Svc Aide	11/20/23

M. NON-COMPETITIVE CIVIL SERVICE PROBATIONARY APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Probationary Period</u>
1. Alexis Briggs	Teacher Aide	11/20/23 – 01/27/25
2. Noah Gardner	Net Tech Spec Trainee	11/06/23 – 11/05/24

N. CERTIFICATION OF BOCES BUS DRIVERS FOR 2023 – 2024

Volunteers

1. Amy Limoncelli
2. Luann Semski
3. Tyler Wilson

O. STIPENDS

<u>Name</u>	<u>Stipend</u>	<u>Eff. Date</u>	<u>Amount</u>
1. Caitlyn Dipetta	Field Hockey Coach	10/30/23 – 06/26/24	\$688.00
2. Donna Stuckey	Mentor for JoeAnn Stonier	10/01/23 – 06/26/24	\$825.30
3. Elizabeth Connors	Mentor for Alan Ackley	11/01/23 – 06/26/24	\$733.60
4. Victoria McQuaid	Mentor for Lori Holton Year 1	11/01/23 – 06/26/24	\$916.80
5. Rebecca Huslander	Professional Learning Team Leader	09/05/23 – 11/01/23	\$282.08
6. Michael Kone	Professional Learning Team Leader	09/05/23 – 11/01/23	\$252.08
7. Janice Swett	Skills USA Advisor	09/05/23 – 06/26/24	\$1,376.00
8. Cynthia Dubots	Team Leader	09/05/23 – 06/26/24	\$1,500.00
9. Deborah Lynch	Team Leader	09/05/23 – 06/26/24	\$1,500.00
10. Alyssa Wright	Team Leader	09/05/23 – 06/26/24	\$1,500.00

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

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

CARRIED UNANIMOUSLY

7. BOARD PRESIDENT'S REPORT

A. Preferred Educational Future

Board President Keddell asked that everyone look at the Blue Ribbon Commission. He would like a report on Artificial Intelligence (AI) from Steve Andrus from Computer Services.

Board Vice President Learn asked that everyone look at the graduation requirements in the latest edition of *On Board*.

8. SUPERINTENDENT'S REPORT

District Superintendent Saglibene reported the following:

- She sent a PowerPoint to the Board regarding NYSED updates.
- She spoke about the Blue Ribbon Commission recommendations (civic responsibilities, CTE). The Commission is not disbanding; they will reconvene in the spring/summer. They are trying to group recommendations and work on them. This will take years to implement.

EXECUTIVE SESSION

24-057

Upon the motion of Bulkley, seconded by Strollo, it was resolved to move into Executive Session at 7:00 p.m. to discuss employment histories of particular persons.

CARRIED UNANIMOUSLY

24-058

Upon the motion of Wheeler, seconded by Hagenbuch, it was resolved to end Executive Session at 7:15 p.m. and resume Public Session.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

24-059

Upon the motion of Wheeler, seconded by Hagenbuch, it was resolved to adjourn the meeting at 7:15 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

dj
December 7, 2023

Doug Johnson
Board Clerk, pro tem
