

**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. 1  
Criminal Justice Classroom

**TUESDAY, MARCH 5, 2024**

5:30 p.m.

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**PRESENT:** Donald Keddell, Alice Learn, Neil Bulkley, Kathleen Hagenbuch, Pamela Stollo, Colleen Talada, Robert Wheeler

**ALSO PRESENT:** District Superintendent Stacy Saglibene  
Cabinet Members: Steve Andrus, Jeff Berdine, Beth Dryer, Colleen Hurd, Tracy Loukopoulous, Vince Moschetti, Rob Sherburne, Sarah Vakkas, Brad Yackel; Board Clerk Kate Taylor; Guests: Danielle Major, Brandon Mavretish, Heather Saltsman

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**1. CALL TO ORDER**

Board President Keddell called the regular meeting to order at 5:28 p.m. and led the Pledge of Allegiance.

**2. ACCEPTANCE OF THE AGENDA**

**24-079**

Upon the motion of Learn, seconded by Bulkley, it was resolved to accept the agenda with addenda

**CARRIED UNANIMOUSLY**

**3. PRIVILEGE OF THE FLOOR**

Board Member Bulkley asked if there is a program and/or student that we may want to present at the state level at the NYSSBA Convention in October. He thanked Stacy for sending Cabinet updates and thanked the Cabinet for providing a list of items that are occurring within their programs and departments.

Board Member Hagenbuch also thanked directors for their notes and aligning to the strategic plan, if possible. She asked if there was an estimated timeline for the current project completion. Brad Yackel said that the project is to be finished by October but contractors are ahead and it looks more like they will be finished before school starts this next year. Board Member Hagenbuch mentioned to Beth Dryer that she is happy to see all the AI offerings. Beth said that ISC is partnering with Elmira and Black Rocket to provide these workshops. Beth invited the Board to attend the NYSCATE Conference on March 18 which will be held at Corning-Painted Post High School.

Board President Keddell reiterated what was said before; the notes from Cabinet are very helpful to have.

**4. CONSENSUS ITEMS**

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

**A. Approval of Minutes**

- 1. Regular Meeting – February 6, 2024

**B. Treasurer’s Reports**

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

**C. Internal Claims Auditor Report**

- 1. January 2024

**CARRIED UNANIMOUSLY**

**5. FINANCE**

Upon the recommendation of the Superintendent, and on the motion of Wheeler, seconded by Learn, 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
166-24	662.699	Cleargov Setup & BCM Bundle w/CEWW BOCES	\$ 4,167
167-24	561.598	School Curriculum w/WSWHE BOCES	\$ 590
168-24	681.492	Planning Svcs. Mgmt. w/Erie 2 BOCES	\$ 3,543

These establishments will be supported as follows:

166-24	662.699	Alfred-Almond: \$4,167,
167-24	561.598	Canisteo-Greenwood: \$295, Waverly: \$295,
168-24	681.492	Watkins Glen: \$518, Waverly: \$3,025,

**2. Budget Increases for 2023-2024:**

Item #	CoSer #	Title	Increase	From	To
169-24	318.000	Shared Supervision/Evaluation	\$ 12,240	\$ 313,987	\$ 326,227
170-24	426.000	Exploratory Enrichment	\$ 3,111	\$ 94,098	\$ 97,209
171-24	430.000	Distance Learning	\$ 7,722	\$ 143,746	\$ 151,468
172-24	500.000	Community Schools	\$ 11,253	\$ 60,471	\$ 71,724
173-24	511.000	Printing	\$ 38,916	\$ 1,459,182	\$ 1,498,098
174-24	527.000	Instructional Materials	\$ 2,700	\$ 399,281	\$ 401,981
175-24	537.000	School Curriculum Staff Dev.: Cert. & Admin. w/PNW	\$ 5,000	\$ 261,633	\$ 266,633
176-24	540.698	BOCES	\$ 3,370	\$ 15,710	\$ 19,080
177-24	562.493	School Curriculum w/GV BOCES	\$ 5,000	\$ 268,650	\$ 273,650
178-24	605.000	Comp. Svc.: Mgmt.	\$ 71,582	\$ 196,308	\$ 267,890
179-24	609.000	Safety/Risk Management	\$ 11,846	\$ 1,174,911	\$ 1,186,757
180-24	617.000	SCHOOL FOOD MANAGEMENT: CENTRAL	\$ 172,838	\$ 2,507,307	\$ 2,680,145
181-24	629.591	Comp. Svc.: Mgmt. w/Erie 1 BOCES	\$ 21,418	\$ 3,234,333	\$ 3,255,751
182-24	646.491	Comp. Svc.: Mgmt. w/Nassau BOCES	\$ 5,520	\$ 66,533	\$ 72,053
183-24	670.494	Comp. Svc.: Mgmt. w/Monroe 1 BOCES	\$ 1,689	\$ 27,168	\$ 28,857

184-24 681.492 Planning Svcs.: Mgmt. w/Erie 2 BOCES \$ 37,389 \$ 105,314 \$ 142,703

**These increases will be supported as follows:**

169-24 318.000 Corning: \$12,240,  
 170-24 426.000 Arkport: \$973, Spencer-Van Etten: \$2,138,  
 171-24 430.000 Bradford: (\$6,778), Spencer-Van Etten: \$14,500,  
 172-24 500.000 Bradford: \$6,778, Canaseraga: \$2,875, Hammondsport: \$1,600  
 173-24 511.000 Addison: \$1,269, Alfred-Almond: \$992, Arkport: \$356, Bath: \$5,028, Campbell-Savona: \$838, Elmira: \$11,924, Elmira Heights: \$4,446, Hammondsport: \$1,286, Hornell: \$65, Horseheads: \$4,764, Odessa-Montour: \$1,802, Prattsburgh: \$341, Spencer-Van Etten: \$342, Watkins Glen: \$256, Waverly: \$4,845, WFL BOCES: ( Dundee: \$88), Misc. Revenue: (Chemung County: \$95, Corning Community College: \$19, Steuben County: \$71, Village of Horseheads: \$89)  
 174-24 527.000 Waverly: \$2,700,  
 175-24 537.000 Elmira Heights: \$5,000,  
 176-24 540.698 Canisteo-Greenwood: \$1,685, Hornell: \$1,685,  
 177-24 562.493 Arkport: \$5,000,  
 178-24 605.000 Horseheads: \$25,365, FEH BOCES: (Malone CSD: \$15,873), Madison Oneida BOCES: \$3,090), Nassau BOCES: (New Hyde Park: \$8,400), Monroe 1 BOCES: \$3,000), Southern Westchester BOCES: \$6,000), TST BOCES: (Groton CSD: \$9,854),  
 179-24 609.000 Arkport: \$4,350, Avoca: \$4,996, Hammondsport: \$2,500,  
 180-24 617.000 Hornell: \$172,838  
 181-24 629.591 Addison: \$4,266, Alfred-Almond: \$1,985, Arkport: \$232, Bath: \$1,819, Canisteo-Greenwood: \$240, Hornell: \$12,664, Jasper-Troupsburg: \$212,  
 182-24 646.491 Corning: \$4,140, Hornell: \$1,380,  
 183-24 670.494 Elmira: \$1,689,  
 184-24 681.492 Odessa-Montour: \$22,275, Watkins Glen: \$15,114,

**3. Budget Decreases for 2023-2024:**

Item #	CoSer #	Title	Decrease	From	To
185-24	401.000	Arts in Education	\$ 1,993	\$ 57,668	\$ 55,675
186-24	506.000	Curriculum Development	\$ 5,000	\$ 468,187	\$ 463,187
187-24	550.591	Comp. Svc.: Instr. w/ Erie 1 BOCES	\$ 2,817	\$ 2,365,804	\$ 2,362,987
188-24	558.693	School Curriculum w/TST BOCES	\$ 191,400	\$ 193,308	\$ 1,908
189-24	623.000	COOP AD/RECRUITING-BASE	\$ 1,060	\$ 20,089	\$ 19,029
190-24	642.596	Comp. Svc.: Mgmt. w/ Albany BOCES	\$ 15,391	\$ 91,128	\$ 75,737

**These decreases will be supported as follows:**

185-24 401.000 Arkport: \$145, Spencer-Van Etten: (\$2,138),  
 186-24 506.000 Elmira Heights: (\$5,000),  
 187-24 550.591 Addison: \$298, Alfred-Almond: (\$1,985), Bath: (\$1,819), Hornell: \$689  
 188-24 558.693 Elmira: (\$191,400),  
 189-24 623.000 Spencer-Van Etten: (\$1,060),  
 190-24 642.596 Alfred-Almond: (\$126), Arkport: (\$6,658), Bath: (\$8,355), Bradford: (\$126), Canisteo-Greenwood: (\$126),

**4. Transfers within programs for 2023-2024:**

- a. Report of all fund transfers for the period 12/1/2023 – 12/31/2023, as attached.
- b. Transfers in excess of \$10,000.

<u>COSER</u> <u>NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER</u> <u>IN</u>	<u>TRANSFER</u> <u>OUT</u>
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002	Capital and Rent	A002-1900-910-0-00 Transfer to Capital Fund	\$	923,600
		A002-1900-400-3-0-00 Debt Service DASNY	\$	923,600
		<b>Total</b>	\$	<b>923,600</b>

## **B. Federal Fund Establishments and Adjustments**

### 1. Budget Increases for 2023-2024:

- a. The Adult Education budget increased in the amount of \$16,932 from \$2,952,842.52 to \$2,969,774.52 for the period July 1, 2023 – June 30, 2024, due to GED courses.

## **C. Purchasing**

1. Approval of Resolution, as attached, for the Installment Purchase Agreement for Laptops and Servers in the amount of \$150,000 + additional fees, for the Spencer-Van Etten Central School District for a five-year term.
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 related supplies with Onondaga-Cortland-Madison (OCM) BOCES for the period of April 1, 2024, through March 31, 2025.
3. Award of cooperative bid for the purchase of Athletic Supplies for the GST BOCES Component Schools and Friendship Central School District. The bid was awarded by line item, to the lowest bid meeting specifications, as per attached.

Bids were opened on February 19, 2024, at 2:00 PM and the following bids were received:

### a. Athletic Supplies:

1. BSN Sports, PO Box 7726, Dallas, TX 75209-0726
  2. Gopher Sport, 2525 Lemond St. SW, Owatonna, MN 55060
  3. MFAC, LLC, 1600 Division Rd., W. Warwick, RI 02893
  4. Pyramid School Products, 6510 N. 54<sup>th</sup> St., Tampa, FL 33610
  5. Riddell, 7510 Performance Lane, N. Ridgeville, OH 44039
  6. School Specialty, 140 Marble Drive, Lancaster, PA 17601
4. Award of the Signage bid (interior, exterior, vehicle & window graphics), to JH Design-Jeremy Hogan, LLC.

The Signage bid opening was scheduled on Friday, February 23, 2024, at 10:00 AM and the following bid was received:

1. JH Design-Jeremy Hogan, LLC, 208 S. Walnut Street, Elmira, NY 14904
5. E-Rate 24 Greater Southern Tier BOCES bid, for the E-Rate funding year 2024, Form 470 Application. After thorough evaluation of the responses received, ComSource has the lowest bid meeting specifications. Award bid to ComSource.
6. Award of the Waste & Recycling bid to Casella Waste Systems. The bid was awarded by line item, to the lowest bid meeting specifications, as attached.

The Waste & Recycling bid opening was scheduled on Wednesday, February 21, 2024, at 10:00 AM, and the following bids were received:

1. Greenleaf Recycling, 159 E. Street, Horseheads, NY 14845
2. Casella Waste Systems, 1618 Sears Road, Elmira, NY 14903
3. Lippincott's Rubbish, Inc., 6773 Tobes Hill Rd., Hornell, NY 14843

**D. Acceptance of Donation**

1. 2011 Nissan Rogue to the Bush Auto Tech II class from Mr. & Mrs. Jesse Thrower, 1260 Chambers Road, Horseheads, NY 14845.

**E. 2023-2024 Capital Project-Proposed Scope of Work.**

1. Approval of Proposed Scope of Work for the 2023-2024 Capital Project, as attached.

**F. 2023-2024 Capital Construction Project SEQR Determination.**

1. Whereas, the Greater Southern Tier BOCES proposes a \$1,670,000 Capital Construction project at the Pauline G. Bush Campus in Elmira, New York. The project consists of work at the following building:

Pauline G. Bush Campus – Building 1

1. Renovate existing Conference Rooms A, B, C into classrooms & offices (2,450 SF @ \$255.00 SF).
2. Renovate into Therapy Room with separate entrance.
3. Renovate into new Distance Learning Room.
4. Renovate into large Conference Rooms with movable partitions. (Main entrance reception office included) 2500 SF @ \$255.00 SF.
5. Toilet room renovations. (Possible Alternate)

Whereas, all public educational facilities capital projects are subject to SEQR, and

Whereas, pursuant to the revised Commissioner's Regulations 115.9, effective November 15, 2000, the local school district must act as the Lead Agency in the State Environmental Quality Review Act (SEQR). The NYS Department of Environmental Conservation (DEC) Guidelines state that a SEQR must be completed (prior to the project being authorized by the voters in cases where funding is authorized by voter approval). SED currently recommends that the Board of Education complete the SEQR process (prior to setting a voter authorization date in cases where voter approval is required).

Therefore, be it resolved, that the Greater Southern Tier BOCES is designated as the Lead Agency and in accordance with 6NYCRR Part 617, Section 617.5 it has been determined that this review is a Type II Action and, therefore, requires no further review under SEQR.

CARRIED UNANIMOUSLY

**6. PERSONNEL**

**24-082**

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

**A. RESIGNATIONS**

<b>Name</b>	<b>Position</b>	<b>Eff. Date</b>	<b>Date of Hire</b>
1. Kaitlyn Beardslee	Teacher Aide	11/26/23	11/30/22
	<i>To accept internal GST BOCES position of: Teaching Assistant effective 11/27/23</i>		
2. Ronald Hess	Teacher	01/31/24	09/02/14
	<i>To accept internal GST BOCES position of: Teaching Assistant effective 02/01/24</i>		
3. Dillon Schafer	Adult Ed Instructor	01/27/24	04/04/22
4. Jessica Allison	Accountant	02/09/24	01/03/17
5. Kami Wardwell	Teaching Assistant	02/29/24	09/08/09
6. Mark Woodworth	Teacher	02/29/24	09/06/16
7. Sean Haggerty	Teacher	03/01/24	09/06/16
8. Joseph Miller	Teaching Assistant	03/01/24	01/03/17
9. Tara Patykula	Teacher	02/07/24	02/05/24

**B. TERMINATION**

<b>Name</b>	<b>Position</b>	<b>Eff. Date</b>	<b>Date of Hire</b>
1. Jaydan Barber	Teacher Aide	03/05/24	09/05/23

**C. AMENDED APPOINTMENTS Corrective Action from 11/07/2023 Board Meeting**

<b>Name</b>	<b>Position</b>	<b>Corrective Action</b>	<b>Exam Number</b>
1. Dawn VanOrder	Payroll Specialist	<b>Probationary Period:</b> 10/03/22 – 10/02/23	73849
2. Maryan Tong	Payroll Specialist	<b>Probationary Period:</b> 10/03/22 – 10/02/23	73849
3. Elizabeth Burgess	Payroll Specialist	<b>Probationary Period:</b> 10/03/22 – 10/02/23	73849
4. Stacey White	Payroll Specialist	<b>Probationary Period:</b> 10/03/22 – 10/02/23	73849

**D. APPOINTMENTS**

<b>Name</b>	<b>Position</b>	<b>Probationary Period</b>	<b>Status</b>
1. Yasmin El-Helaly	Teaching Assistant	02/05/24 – 02/04/28	Level 1 TA
	Tenure Area: Teaching Assistant		
2. Jamie Fields	Teaching Assistant	02/26/24 – 02/25/28	Level 1 TA
	Tenure Area: Teaching Assistant		
3. Jolynn Minnier	Teaching Assistant	02/26/24 – 02/25/28	Level 1 TA
	Tenure Area: Teaching Assistant		

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

<b>Name</b>	<b>Position</b>	<b>Probationary Period</b>	<b>Certification</b>
1. Robert Haggard	Teacher	09/21/23 – 09/20/27	Professional
2. Tyler Wilson	Teacher	01/06/24 – 01/05/28	Professional
3. Melissa Peckham	Teaching Assistant	11/10/23 – 11/09/27	Level 1 TA
4. Brittaney Rogers	Teaching Assistant	12/01/23 – 11/30/27	Level 1 TA
5. Miranda White	Teaching Assistant	12/02/23 – 12/01/27	Level 1 TA
6. Jenna Audinwood	Teaching Assistant	12/19/23 – 12/18/27	Level 1 TA
7. Isaiah Ryan	Teaching Assistant	02/02/24 – 02/01/28	Level 1 TA
8. Melissa Hooker	Teaching Assistant	02/03/24 – 02/02/28	Early Childhood Ed TA
9. Steven Hoad	Teaching Assistant	02/09/24 – 02/08/28	Level 1 TA

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

<b>Name</b>	<b>Position</b>	<b>Eff Date</b>	<b>Salary</b>
1. Brian Box	Long Term Substitute	09/06/23	
	Certification Area: Level 3 Teaching Assistant, Not certified as Teacher		

2. Paulette Adams Teaching Assistant 01/22/24  
 Certification Area: Not certified, Teaching Assistant required

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

Name	Position	Permanent Date
1. Kristy Cragle	Career Program Specialist	07/24/23
2. Robin Ott	Career Program Specialist	07/24/23
3. Delaine Preston	Career Program Specialist	07/24/23
4. Sarah Sassman	Career Program Specialist	07/24/23
5. Nicole King-Grimaldi	Labor Relations Specialist	11/11/23
6. Alonzo Toby	Computer Services Coordinator	07/26/23
7. Hannah Wolcott	Accountant	07/26/23
8. Peter Meybaum	Health Safety Compliance Specialist	04/09/24
9. Michael Oyer	Health Safety Compliance Specialist	03/08/24
10. Jessica Remza	Health Safety Compliance Specialist	04/06/24
11. Michael Rodabaugh	Network Technology Specialist	04/05/24
12. Brian Fairchild	Network Technology Specialist	03/09/24
13. David Gang	Network Technology Specialist	03/14/24
14. Michael Guthrie	Network Technology Specialist	03/23/24
15. Kendra Hunt	Network Technology Specialist	04/03/24
16. Kyle Mawhir	Computer Applications Specialist	03/26/24
17. Moriah McNeil	Food Service Helper	04/08/24

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

Name	Position	Probationary Period	Exam Number	Salary
1. Gabrielle Erway	Comm Inf Spec	02/06/24 – 11/06/25	61583	
2. Tina Austin	Account Clerk	02/09/24 – 04/02/25	DCAC0124	

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

Name	Position	Eff Date	Salary
1. Benjamin Marczyk	Comp Apps Specialist	03/05/24	

**J. STIPENDS**

Name	Stipend	Eff. Date	Amount
1. Crystal Pearson	Mentor for B. Coley Year 1	01/31/24 – 06/26/24	\$573.00
2. Kayla D'Agostino	Mentor for J. Burley Year 1	Correction date - 12/01/23 – 01/31/24	\$229.20
3. Kayla D'Agostino	Mentor for M. Hooker Year 1	Correction date - 01/31/24 – 06/26/24	\$687.60
4. Kassandra Box	Mentor for E. Rose Year 2	Correction date - 09/05/23 – 12/31/23	\$366.80
5. Angela Dickenson	Mentor for E. Rose Year 2	01/24/24 – 06/26/24	\$550.20
6. Stacey Burden	Mentor for J. Grasmeyer Year 1	01/31/24 – 06/26/24	\$687.60
7. Kimberly Austin	Mentor for J. Presher Year 2	02/01/24 – 06/26/24	\$458.50
8. Stacy Klug	Mentor for W. Ani Year 2	02/01/24 – 06/26/24	\$573.00
9. Patrick Thomas	Mentor for M. Hollenbeck Year 1	02/14/24 – 06/26/24	\$573.00
10. Leigha Jones	Skills USA Advisor	09/05/23 – 02/16/24	\$791.20

\*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

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

**CARRIED UNANIMOUSLY**

**7. BOARD PRESIDENT'S REPORT**

A. Preferred Educational Future

Board President Keddell noted the Board Notebook that was distributed. District Superintendent Saglibene said that this was developed from questions posed by the Board throughout the past year. Board Member Bulkley said he would like to see managerial connections between partners and students (i.e., what are their needs, what are they hiring for).

**8. SUPERINTENDENT’S REPORT**

District Superintendent Saglibene reported that at the state level, there are a lot of worries about the budget, there are new initiatives on teacher recruitment, there has been a lot of discussion regarding EV buses. Most people would like to see a more rational approach to the mandates. There is a push on trauma informed language.

Rob Sherburne shared that today the Regional SkillsUSA Competition was held at Alfred State. Thirty-six of our students were top three finishers and Brian McDonnell was named Advisor of the Year.

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

**24-083**

Upon the motion of Strollo, seconded by Hagenbuch, it was resolved to move into Executive Session at 6:09 p.m. to discuss 11 employment histories of particular persons.

CARRIED UNANIMOUSLY

**24-084**

Upon the motion of Wheeler, seconded by Strollo, it was resolved to end Executive Session at 6:32 p.m. and resume Public Session.

CARRIED UNANIMOUSLY

**10. ADJOURNMENT**

**24-085**

Upon the motion of Hagenbuch, seconded by Strollo, it was resolved to adjourn the meeting at 6:32 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

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March 6, 2024

Kathleen E. Taylor  
Board Clerk

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