

**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

**Regular Board Meeting**

**January 8, 2013**

**Coopers Education Center, Bldg. 8**

**5:30 p.m.**

**PRESENT:** Apgar, Bulkley, Dickson, Everett, Keddell, Learn, Moss, Peoples and Scott.

**ABSENT:** Gorman and McConnell.

**ALSO PRESENT:** District Superintendent Graefe; Cabinet: Bentley, Johnson, Manning, Munson, Pierce, Spencer and Weinman; BOCES Staff: Edger (D: 6:38 p.m.); and Board Clerk: Hughson

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**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Board Vice President Everett called the meeting to order and led the pledge of allegiance at 5:30 p.m.

**2. PRIVILEGE OF THE FLOOR**

Dr. Graefe presented Board Member Alice Learn with a New York State School Boards Association certificate and pin.

**3. ACCEPTANCE OF THE AGENDA**

**13-061**

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

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**13-062**

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

**A. Approval of Minutes**

1. Regular Board Meeting – December 4, 2012

**B. Treasurer's Reports – November 2012**

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

**C. Internal Claims Auditor's Report – November 2012 as attached**

**CARRIED UNANIMOUSLY**

**5. FINANCE**

**13-063**

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

**A. General Fund Establishments and Adjustments.****1. Budget Establishments for 2012-13:**

Item#	CoSer #	Title	In the Amount of
087-13	311.692	Chinese w/ Oneida-Herkimer-Madison BOCES	\$ 7,800
088-13	438.594	Distance Learning w/ Onondaga-Cortland BOCES	\$ 25,232
089-13	643.499	Negotiations w/ Cattaraugus-Allegany BOCES	\$ 1,040

These establishments will be supported as follows:

087-13	311.692	Addison: \$7,800
088-13	438.594	Addison: \$6,308 and Watkins Glen: \$18,924
089-13	643.499	Hornell: \$1,040

**2. Budget Increases for 2012-13:**

Item #	CoSer #	Title	Increase	From	To
090-13	101.000	Career & Technical Education	\$ 5,000	\$15,105,170	\$15,110,170
091-13	250.499	Staffing 1:6:1 w/ Cattaraugus-Allegany BOCES	\$ 14,945	\$ 153,804	\$ 168,749
092-13	302.494	Itinerant Handicapped: Other w/ Mon #1 BOCES	\$ 2,725	\$ 2,290	\$ 5,015
093-13	401.000	Arts In Education	\$ 569	\$ 379,109	\$ 379,678
094-13	412.001	Cooperative College Level	\$ 42,656	\$ 41,280	\$ 83,936
095-13	426.000	Exploratory Enrichment	\$ 5,000	\$ 126,700	\$ 131,700
096-13	430.002	Distance Learning	\$ 100	\$ 656,768	\$ 656,868
097-13	512.000	Computer Services, Instructional	\$ 65,245	\$ 2,639,448	\$ 2,704,693
098-13	562.493	School Imp. Planning w/ Genesee Valley BOCES	\$ 300	\$ 225	\$ 525
099-13	527.000	Instructional Materials (Science Center)	\$ 4,565	\$ 497,688	\$ 502,253
100-13	536.000	Model Schools	\$ 390	\$ 104,154	\$ 104,544
101-13	605.000	Computer Service: Management	\$ 148,493	\$11,895,878	\$12,044,371
102-13	607.000	Bus Driver Training	\$ 150	\$ 1,650	\$ 1,800
103-13	612.000	Business Office Support (CBO)	\$ 91,635	\$ 3,846,851	\$ 3,938,486

These increases will be supported as follows:

090-13	101.000	Miscellaneous Revenue: \$5,000
091-13	250.499	Canisteo-Greenwood: \$14,945
092-13	302.494	Canisteo-Greenwood: \$1,136, Corning: \$1,513 and Hammondsport: \$76
093-13	401.000	Canisteo Greenwood: \$569
094-13	412.001	Arkport: \$42,656
095-13	426.000	Avoca: \$5,000
096-13	430.002	Nassau BOCES (Island Park): \$100
097-13	512.000	Addison: \$51,904 and Spencer Van Etten: \$13,341
098-13	562.493	Avoca: \$75 and Jasper-Troupsburg: \$225
099-13	527.000	Bath: \$4,565
100-13	536.000	Elmira: \$390
101-13	605.000	Bath: (\$15,000) and Horseheads: \$163,493
102-13	607.000	Addison: (\$330), Alfred-Almond: (\$45), Arkport: (\$45), Avoca: \$120, Bath: (\$300), Bradford: \$120, Campbell-Savona: \$240, Canisteo-Greenwood: (\$45), Hammondsport: (\$45), Hornell: \$120 and Waverly: \$360
103-13	612.000	Canaseraga: \$85,310 and Jasper-Troupsburg: \$6,325

**3. Budget Decreases for 2012-13:**

Item #	CoSer #	Title	Decrease	From	To
104-13	218.499	Staffing 1:12:3 w/ Cattaraugus-Allegany BOCES	\$ 57,866	\$ 75,825	\$ 17,959
105-13	528.000	Industry/Education Activities Coordination	\$ 31,000	\$ 487,853	\$ 456,853
106-13	537.000	School/Curriculum Improvement Planning	\$ 2,000	\$ 1,394,446	\$ 1,392,446

These decreases will be supported as follows:

104-13	218.499	Alfred-Almond: (\$57,866)
105-13	528.000	Career Development Council, Inc.: (\$31,000)
106-13	537.000	Canisteo-Greenwood: (\$2,000)

**B. Federal Fund Establishments and Adjustments.****1. Grant Acceptances and Budget Establishments for 2012-13 for GST BOCES:**

- a. Food Stamp Employment Training program - Chemung County contract for services be accepted and budget established in the amount of \$24,000 for the period July 1, 2012 through June 30, 2013 as attached.
- b. Test of Adult Basic Education program – Chemung County contract for services to be accepted and the budget established in the amount of \$24,000 for July 1, 2012 through June 30, 2013 as attached.
- c. Safety Net Assistance Program – Chemung County contract for services to be accepted and the budget established in the amount of \$47,500 for July 1, 2012 through June 30, 2013 as attached.
- d. Combined Schuyler-Chemung-Tioga/Corning Teacher Center and Southern Tier School Community Network Teacher Center Grant be accepted and the budget established in the amount of \$119,937 for the period July 1, 2012 through June 30, 2013 as attached.

**C. Purchasing.**

1. Approval of Resolution, as attached, for IPA for desktop computers in the amount of \$90,000 for Addison Central School District.
2. Award of bid for used excavator with trade-in based on bid received from L.C. Whitford at delivered price of \$42,000.00

Bids were received and opened on December 17, 2012 at 2:30 pm and the following bids were received:

1. L.C. Whitford Equipment Co., Inc. 4316 Bolivar Rd., Wellsville, NY 14895.

A non-participating letter was received from:

1. Anderson Equipment Co., 720 E. Franklin Street, Endicott, NY 13760.

**D. Approval of Contract.**

1. Approval of Contract, as attached, with the Town of Campbell for the Coopers Campus water project.

**E. Authorization to Pay the Following Membership Dues.**

1. The New York State School Boards Association in the amount of \$1,600.00 for the 2013 year for the BOCES Educational Consortium for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

**CARRIED UNANIMOUSLY**

**6. PERSONNEL****13-064**

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

**A. Retirements**

1. Eleanor Griffin, Position: Teacher Aide, Effective: end of day January 9, 2013, Date of Hire: February 17, 1986.
2. Anne Kane, Position: Senior Printing Clerk, Effective: March 30, 2013, Date of Hire: August 16, 1989.

**B. Resignations**

1. Terry Moore, Position: Career Education Resource Specialist, Effective: end of day December 21, 2012, Date of Hire: November 28, 2012.
2. Mark Prutsman, Position: Purchasing Manager, Effective: January 1, 2013, Date of Hire: February 9, 2009.

**C. Creation of Position**

1. Registered Nurse, one part-time (.8 FTE), 10 month, school calendar position, effective December 5, 2012.

**D. Increase or Decrease to Positions**

1. Occupational Therapist, one part-time (.8 FTE), 10 month, school calendar position, increased to full-time (1.0 FTE), effective October 22, 2012.
2. Network Technology Specialist, one part-time (.5 FTE), 12 month position, increased to full-time (1.0 FTE), effective December 26, 2012.

**E. Increase or Decrease in Assignments**

1. Katherine Watches, Occupational Therapist, part-time, 10 month, school calendar position, increased from .8 FTE to 1.0 FTE, effective October 22, 2012, salary \$42,926.00, prorated.
2. Christopher Caccia, Network Technology Specialist, part-time (.5 FTE), 12 month position, Probationary Civil Service appointment, increased to full-time (1.0 FTE), effective December 26, 2012, salary \$36,115.00, prorated, Probationary Period continues through September 3, 2013.

**F. Changes in Appointments**

1. Martha Clark, Accountant (School), full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective January 25, 2013, no change in salary.
2. Gaynor Young-Pierce, Computer Program Assistant, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective January 26, 2013, no change in salary.
3. Abigail Surosky, Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, from Temporary to Probationary, effective September 4,

- 2012, Tenure Area of Teaching Assistant, Certification of Level 1, effective September 1, 2012 through August 31, 2015, Probationary Period from September 4, 2012 to September 3, 2015, salary \$30,872.00 per year, prorated (Step 1 + Credit Hours).
4. Tammy Wood, Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, from Temporary to Probationary, effective February 1, 2013, Tenure Area of Teaching Assistant, Certification of Level 1, effective February 1, 2013 through January 31, 2016, Probationary Period from February 1, 2013 through January 31, 2016, salary \$28,376.00 per year, prorated (Step 1 + Credit Hours).
  5. Jacqueline Cruttenden, Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, from Temporary to Probationary, effective February 1, 2013, Tenure Area of Teaching Assistant, Certification of Level 1, effective February 1, 2013 through January 31, 2016, Probationary Period from February 1, 2013 through January 31, 2016, salary \$29,182.00 per year, prorated (Step 1 + Credit Hours).
  6. Amber Marks, Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, from Temporary to Probationary, effective February 1, 2013, Tenure Area of Teaching Assistant, Certification of Level 1, effective February 1, 2013 through January 31, 2016, Probationary Period from February 1, 2013 through January 31, 2016, no change in salary.
  7. Richard Loucks, Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, from Temporary to Probationary, effective February 1, 2013, Tenure Area of Teaching Assistant, Certification of Level 1, effective February 1, 2013 through January 31, 2016, Probationary Period from February 1, 2013 through January 31, 2016, salary \$25,776.00 per year, prorated (Step 1 + Credit Hours).

**G. Rescind Juul Agreement**, from November 6, 2012 Board of Education minutes, to correct reason for Juul.

1. Laurie Crooker, Teaching Assistant, serving in the tenure area of Teaching Assistant, continuation of Probationary Period through June 30, 2013 through a Juul Agreement, due to certification expiring.

**H. Juul Agreements**

1. Laurie Crooker, Teaching Assistant, serving in the tenure area of Teaching Assistant, continuation of Probationary Period through June 30, 2013 through a Juul Agreement, due to lack of opportunity for the employee's current supervisor to observe employee's work.
2. Kami Wardwell, Teaching Assistant, serving in the tenure area of Teaching Assistant, continuation of Probationary Period through January 31, 2014 through a Juul Agreement, due to concerns with employee's attendance.

**I. Tenure Appointments**

1. Brande Flaitz, Position: STEM Curriculum Mentor, Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data, Effective Date of Tenure: January 19,

- 2013, Certification Status: Permanent, Chemistry and General Science 7-12, September 1, 2002.
2. Timothy Findling, Position: Teaching Assistant, Tenure Area: Teaching Assistant, Effective Date of Tenure: February 1, 2013, Certification Status: Teaching Assistant, Level 1, February 1, 2010 through January 31, 2013.
  3. Clarissa Mickinkle, Position: Teaching Assistant, Tenure Area: Teaching Assistant, Effective Date of Tenure: February 1, 2013, Certification Status: Teaching Assistant, Level 1, February 1, 2010 through January 31, 2013
  4. Rita Jensen, Position: Teacher, Mathematics, and Science, Tenure Area: Science, Biology 7-12, and Mathematics 7-12, Effective Date of Tenure: February 1, 2013, Certification Status: Biology 7-12, Initial, September 1, 2012 through August 31, 2017 and Mathematics 7-12, Initial, February 1, 2009 through January 31, 2014.

#### **J. Recall**

1. Jillian Kreitzer, Position: Teacher Aide, Effective: January 22, 2013, Probationary Period: continued through November 19, 2013, Salary: \$9.08 per hour.

#### **K. Appointments**

1. Mary Gray, Position: Registered Nurse, part-time (.8 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: December 5, 2012, Probationary Period: December 5, 2012 through February 12, 2014, Salary: \$18.93 per hour (grade 13, step 4, 6.5 hours per day).
2. Franklin Seeley, Position: Teacher Aide, part-time (.5 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: December 4, 2012, Probationary Period: December 4, 2012 through February 11, 2014, Salary: \$9.08 per hour (3.0 hours per day).
3. Raelynn Klerks, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: December 7, 2012, Probationary Period: December 7, 2012 through February 14, 2014, Salary: \$9.08 per hour (6.0 hours per day).
4. Jack Wiiki, Position: Teaching Assistant, (acting as the Chief Information Officer for Spencer Van-Etten CSD), time-sheet basis, 12 month position, Effective: November 1, 2012, Salary: \$16.31 per hour (time-sheet basis).

#### **L. Mentoring Stipend, Stipend \$825 per year, prorated**

1. Rebecca Sayers-Koski mentoring Patricia Rathbun, effective December 13, 2012 through June 21, 2013.

#### **M. Discontinue Annual Appointment**

1. Coordinating Stipend for Medicaid Oversight, discontinue effective end of day November 13, 2012
  - a. Scott Miller, School Social Worker.

**N. Rescind Annual Appointment**, from October 2, 2012 Board of Education minutes, incorrect employee:

1. Instructional Leadership Team (ILT) Leader, Stipend of \$825 each, effective September 4, 2012 through June 21, 2013.

a. Bush Education Center

1. Don Mac Naughton

**O. Annual Appointment**

1. Instructional Leadership Team (ILT) Leader, Stipend of \$825, effective September 4, 2012 through June 21, 2013:

a. Bush Education Center

1. Dan McNaughton

**P. Report of Temporary and Substitute Personnel** as attached.

CARRIED UNANIMOUSLY

**7. PROGRAMS**

**A. Summer of Innovation 2012 Results**

Mr. Weinman, Board Member Keddell and Ms. Edger gave a report on results of the Summer of Innovation 2012.

**B. Annual Medicaid Compliance**

Mr. Manning presented the GST BOCES Annual Medicaid Compliance training to the Board.

**C. Field Trip**

**13-065**

Upon the motion of Moss, seconded by Apgar, it is resolved to approve the field trip for the Wildwood Education Center Digital Media Arts program as attached.

CARRIED UNANIMOUSLY

**D. Textbook Purchases**

**13-066**

Upon the motion of Apgar, seconded by Learn, it is resolved to approve the textbook purchases for Special Education program as attached.

CARRIED UNANIMOUSLY

**8. BOARD PRESIDENT'S REPORT**

A. None.

**9. SUPERINTENDENT'S REPORT****A. SED – APPR PLAN for GST BOCES**

District Superintendent Graefe received word today that the APPR Plan for GST BOCES is approved. Twenty of the twenty-one districts in our region have received approval.

**Additional Items:**

1. Writing an article on **Summer of Innovation** program for the "On Board" publication at NYSSBA.
2. Planning to submit an article on **Summer of Innovation** for the Rural Schools Association.
3. ASEA is interested in publishing an article about our **STEM** program for their national publication.
4. There is talk of a **BOCES magazine** being developed across New York State.
5. GST BOCES – Intranet has video clips of our **Four Values**.
6. **New York Education Reform Commission Preliminary** Report was handed out.
7. Mr. Weinman shared a **CTE student capacity** report.
8. Organizational Development funds will be used for an **Efficiency Study for 2014-2015**.

**EXECUTIVE SESSION****13-067**

Upon the motion of Keddell, seconded by Bulkley, it is resolved to move to executive session at 7:12 p.m. to discuss one employment matter and four legal matters concerning particular persons.

CARRIED UNANIMOUSLY**OPEN SESSION****13-068**

Upon the motion of Keddell, seconded by Apgar, it is resolved to move to open session at 7:38 p.m.

CARRIED UNANIMOUSLY**10. ADJOURNMENT****13-069**

Upon the motion of Apgar, seconded by Keddell, it is resolved to adjourn the meeting at 7:39 p.m.

CARRIED UNANIMOUSLY**Next Meetings**

Meeting	Date/Time	Location
Regular	02/05/13, 5:30 p.m.	<b>Coopers Education Ctr., Bldg. 8</b>
Regular	03/05/13, 5:30 p.m.	<b>Coopers Education Ctr., Bldg. 8</b>

Respectfully Submitted,

dlh  
January 9, 2013

Doretta L. Hughson  
Board Clerk