

**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

February 5, 2013

Coopers Education Center, Bldg. 8

5:30 p.m.

PRESENT: Apgar, Bulkley, Dickson, Keddell, Learn (A: 5:35 p.m.), Moss,
Peoples and Scott (A: 5:48 p.m.).

ABSENT: Everett, Gorman and McConnell.

ALSO PRESENT: District Superintendent Graefe; Cabinet: Bentley, Drake, Johnson,
Munson, Pierce, Spencer and Weinman; and Board Clerk: Hughson

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

District Superintendent, Horst Graefe, called the meeting to order and led the pledge of allegiance at 5:30 p.m.

2. PRIVILEGE OF THE FLOOR

13-070

Acting President of Board of Education

Upon motion by Keddell, seconded by Bulkley, the Board appointed Board Member, Rose Apgar, as Acting President of the Board of Education, due to the absence of the President and Vice President, for the purpose of running the meeting on February 5, 2013 and executing documents in the absence of the President. This appointment will expire at the close of business on March 1, 2013 or the return of the officers, whichever is sooner.

CARRIED UNANIMOUSLY

3. ACCEPTANCE OF THE AGENDA

13-071

Upon the motion of Dickson, seconded by Moss, it is resolved to accept the agenda.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

13-072

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

A. Approval of Minutes

1. Regular Board Meeting – January 8, 2013

B. Treasurer's Reports – December 2012

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES
2. Student Activities – Bush Education Center - 10/01/12-12/31/12
3. Student Activities – Coopers Education Center – 10/01/12-12/31/12
4. Student Activities – Wildwood Education Center – 10/01/12-12/31/12

C. Internal Claims Auditor's Reports – December 2012 as attachedCARRIED UNANIMOUSLY**5. FINANCE****13-073**

Upon the recommendation of the Superintendent, and on the motion of Dickson, seconded by Keddell, 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
107-13	251.493	Staffing 1:6:1 w/ Genesee Valley BOCES	\$ 79,840
108-13	308.000	Itinerant Physical Education	\$ 18,122
109-13	327.000	Itinerant Teacher of Deaf	\$ 73,911
110-13	634.495	Staff Development Bus Driver Safety w/ WFL BOCES	\$ 273

These establishments will be supported as follows:

107-13	251.493	Avoca-\$79,840
108-13	308.000	Hornell-\$18,122
109-13	327.000	Elmira-\$41,303 and Hammondsport-\$32,608
110-13	634.495	Avoca-\$273

2. Budget Increases for 2012-13:

Item #	CoSer #	Title	Increase	From	To
111-13	203.220	Special Class 12:1:1	\$ 199,578	\$ 887,062	\$ 1,086,640
112-13	209.000	Special Class 8:1:1	\$ 87,957	\$ 4,461,184	\$ 4,549,141
113-13	217.000	Special Class 6:1:1 ASD	\$ 152,675	\$ 1,950,670	\$ 2,103,345
114-13	219.000	Special Class 6:1:1 MD	\$ 117,505	\$ 1,768,859	\$ 1,886,364
115-13	224.000	Special Class 6:1:1 PDT	\$ 47,703	\$ 1,416,177	\$ 1,463,880
116-13	302.494	Itinerant Handicapped: Other w/ Mon #1 BOCES	\$ 1,552	\$ 5,015	\$ 6,567
117-13	303.000	Itinerant Art	\$ 62,834	\$ 35,016	\$ 97,850
118-13	304.001	Itinerant Visually Impaired Prep	\$ 3,038	\$ 20,532	\$ 23,570
119-13	305.000	Itinerant Physical Therapy	\$ 66,472	\$ 310,648	\$ 377,120
120-13	309.000	Itinerant –Speech Improvement	\$ 31,824	\$ 404,396	\$ 436,220
121-13	316.000	Itinerant- Home & Career Skills	\$ 831	\$ 107,234	\$ 108,065
122-13	330.000	Itinerant Nurse/Nurse Teacher	\$ 35,724	\$ 25,578	\$ 61,302
123-13	331.000	Itinerant Consultant Teacher	\$ 137,959	\$ 246,998	\$ 384,957
124-13	401.000	Arts In Education	\$ 300	\$ 379,678	\$ 379,978
125-13	409.000	Special Facilities Academic Program-Detention	\$ 2,265	\$ 154,710	\$ 156,975
126-13	409.001/02	Special Facilities Academic Program- St James	\$ 2,205	\$ 148,764	\$ 150,969
127-13	505.494	Music Library w/ Monroe #1 BOCES	\$ 600	\$ 1,600	\$ 2,200
128-13	506.000	Curriculum Development	\$ 15,916	\$ 924,062	\$ 939,978
129-13	521.597	Planning, Instruction w/ Madison-Oneida BOCES	\$ 18,885	\$ 1,432	\$ 20,317
130-13	527.000	Instructional Materials (Science Center)	\$ 10,000	\$ 502,253	\$ 512,253
131-13	536.000	Model Schools	\$ 60	\$ 104,544	\$ 104,604
132-13	627.495	Staff Development: Clerical w/ WFL BOCES	\$ 756	\$ 1,413	\$ 2,169
133-13	643.499	Negotiations w/ Cattaraugus-Allegany BOCES	\$ 375	\$ 1,040	\$ 1,415

These increases will be supported as follows:

111-13	203.220	Based on District Participation
112-13	209.000	Based on District Participation
113-13	217.000	Based on District Participation
114-13	219.000	Based on District Participation
115-13	224.000	Based on District Participation
116-13	302.494	Canisteo-Greenwood-\$1,438 and Hornell-\$114
117-13	303.000	Based on District Participation
118-13	304.001	Based on District Participation
119-13	305.000	Based on District Participation
120-13	309.000	Based on District Participation
121-13	316.000	Based on District Participation
122-13	330.000	Based on District Participation
123-13	331.000	Based on District Participation
124-13	401.000	Canisteo Greenwood-\$300

125-13	409.000	Based on District Participation
126-13	409.001/02	Based on District Participation
127-13	505.494	Prattsburgh-\$600
128-13	506.000	Prattsburgh-\$15,916
129-13	521.597	Horseheads-\$18,885
130-13	527.000	Horseheads-\$10,000
131-13	536.000	Elmira-\$60
132-13	627.495	Avoca-\$441 and Hornell-\$315
133-13	643.499	Hornell-\$375

3. Budget Decreases for 2012-13:

Item #	CoSer #	Title	Decrease	From	To
134-13	205.206	Special Class 15:1 CJC	\$ 21,513	\$ 183,246	\$ 161,733
135-13	304.000	Itinerant Visually Impaired	\$ 105,682	\$ 198,952	\$ 93,270
136-13	312.000	Itinerant- School Psychologist	\$ 82,945	\$ 219,010	\$ 136,065
137-13	326.000	Itinerant Hard of Hearing	\$ 30,545	\$ 229,859	\$ 199,314
138-13	332.000	Itinerant School Social Worker	\$ 61,226	\$ 268,376	\$ 207,150

These decreases will be supported as follows:

134-13	205.206	Based on District Participation
135-13	304.000	Based on District Participation
136-13	312.000	Based on District Participation
137-13	326.000	Based on District Participation
138-13	332.000	Based on District Participation

4. Transfers within programs for 2012-13:

- Report of all fund transfers for the period 10/01/12-12/31/12 as attached.
- Transfers in excess of \$10,000.

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFE R IN</u>	<u>TRANSFER OUT</u>
525	Staff Dev.-Certified & Admin.	A525-6261-150-4-00 Certified Salaries		\$17,604
		A525-6261-206-4-00 Vehicle Purchase	\$17,604	
		TOTAL	\$17,604	\$17,604
701	Operations & Maintenance	A701-8010-417-0-99 Natural Gas		\$20,000
		A701-8010-412-0-99 Electric & Gas		\$20,000
		A701-8010-210-0-99 Large Equipment	\$40,000	
		TOTAL	\$40,000	\$40,000

B. Federal Fund Establishments and Adjustments.

1. Budget Increases for 2012-13:

- Comprehensive Health and Wellness budget is increased by \$1,225.00 from \$10,191.55 to \$11,416.55. This is due to additional revenues from Project SAVE Certifications.
- The Summer Learning Experience budget is increased by \$12,752.67 from \$159,000.00 to \$171,752.67. This is due to roll over funds from 2011-12.

2. Grant Acceptances and Budget Establishments for 2012-13:

- Local Government Records Management Improvement Grant is accepted and the budget established in the amount of \$69,265 for the period July 1, 2012 through June 30, 2013 as attached.

- b. School Based Vocational/Work Incentive Program Grant is accepted and the budget established in the amount of \$38,435 for the period July 1, 2012 through June 30, 2013 as attached.

C. Purchasing.

1. Request permission to bid the following items:
 - a. Permission to bid the 2013-14 Capital Project work pending SED approval. The project consists of work at the following buildings and sites.

Pauline G. Bush Campus (Elmira)

1. Building #4 – VAT/Carpet removal by abatement and replacement; upgrade toilet rooms; upgrade cooling tower; vestibule upgrades.

Coopers Campus (Painted Post)

1. Building #7 – Kitchen/Classroom and lobby addition.

Wildwood Campus (Hornell)

1. Building #2 – Entire roof replacement; slurry coat campus.

2. Approval of Resolution, as attached, to participate in cooperative bidding conducted by the Onondaga-Cortland-Madison BOCES. Bidding is conducted for Computer Forms, Desktops/Servers, Computer Peripherals, Data Communications Equipment, related supplies and software for the Regional Information Centers.

D. Authorization to Pay the Following Membership Dues.

1. The Chemung County Chamber of Commerce in the amount of \$601.00 for the 2013 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
2. The Hornell Area Chamber of Commerce in the amount of \$200.00 for the 2013 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

E. Activities Club.

1. Establish the following new club at the Wildwood Campus and open an account:
 - a. Welding Club (Advisor: Tim Cheresnowsky).

CARRIED UNANIMOUSLY

6. PERSONNEL

13-074

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

A. Retirement

1. Charlotte Giglio, Position: Teacher Aide, Effective: June 30, 2013, Date of Hire: September 5, 1989.

B. Resignations

1. Jillian Kreitzer, Position: Teacher Aide, Effective: January 21, 2013, Date of Hire: February 13, 2012.
2. Samuel Sanfratello, Position: Teacher, Special Education, Effective: end of day February 5, 2013, Date of Hire: September 6, 2011.
3. Mary Kettell, Position: Senior Account Clerk, Central Business Office, Effective: end of day February 15, 2013, Date of Hire: July 9, 2007.

C. Elimination of Position

1. Teacher, Special Education, one full-time (1.0 FTE), 10 month, school calendar position, effective January 1, 2013.

D. Creation of Position

1. Teaching Assistant, one part-time (.8 FTE), 10 month, school calendar position, effective January 1, 2013.

E. Changes in Appointments

1. Robert Stanley, Network Technology Specialist, full-time (1.0 FTE), 12 month position, increase in salary from \$38,622.00 per year to \$42,000.00 per year, prorated, effective December 1, 2012.
2. Sarah Cory, Network Technology Specialist, full-time (1.0 FTE), 12 month position, increase in salary from \$38,153.00 per year to \$42,000.00 per year, prorated, effective February 1, 2013.
3. Deborah Fisk, Computer Operations Specialist, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service appointment, from Provisional to Probationary, effective January 8, 2013, Probationary Period January 8, 2013 through April 2, 2013, no change in salary.
4. Timothy Nolan, Health and Safety Compliance Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service appointment, from Probationary to Permanent, effective January 11, 2013, no change in salary.
5. Sarah Pragle, Physical Therapist, full-time (1.0 FTE), 10 month, school calendar position, Competitive Civil Service appointment, from Probationary to Permanent, effective February 14, 2013, no change in salary.
6. Adam Monell, Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service appointment, from Probationary to Permanent, effective February 14, 2013, no change in salary.
7. Bernadette Sramek, voluntary retreat from School Business Executive position to former position of Accountant (School), full-time (1.0 FTE), 12 month, Permanent, Competitive Civil Service appointment, effective February 1, 2013, salary \$54,787.00, per year, prorated.
8. Ann Pirozzolo, Accountant (School), promoted to School Business Executive, full-time (1.0 FTE), 12 month, Probationary, Competitive Civil Service appointment, Civil Service List #69915, effective February 1, 2013, Probationary Period of February 1, 2013 through January 31, 2014, salary \$75,000.00, per year, prorated.

9. Kate Bradley, Adult Program Counselor, promoted to Adult Education Coordinator, full-time (1.0 FTE), 12 month position, effective January 1, 2013, salary \$48,314.00, per year, prorated.
10. Nicole Elston, Adult Program Counselor, promoted to Adult Literacy Coordinator, full-time (1.0 FTE), 12 month position, effective January 1, 2013, salary \$47,018.00, per year, prorated.

F. Rescind Appointments, from the January 8, 2013 Board of Education minutes, to correct salary.

1. 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).
2. 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).

G. Appointments

1. 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: \$8.82 per hour.
2. 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: \$8.82 per hour.
3. Maeghan Sherwood, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Civil Service, Probationary appointment, Effective: January 25, 2013, Probationary Period: January 25, 2013 through April 4, 2014, Salary: \$8.82 per hour.
4. Michelle Draxler, Position: Teacher Aide, part-time (.54 FTE), 10 month, school calendar position, Civil Service, Probationary appointment, Effective: January 28, 2013, Probationary Period: January 28, 2013 through April 7, 2014, Salary: \$8.82 per hour.

H. Temporary Appointment

1. Lisa Sanford, Position: Staff Development Coordinator, Temporary, time-sheet basis, Effective: January 2, 2013 through June 30, 2013, Salary: \$325 per day, time-sheet basis.

I. Annual Appointments

1. Team Leader, CBO Accounting, Stipend of \$2,500.00, prorated, effective February 1, 2013 through June 30, 2013:
 - a. Bernadette Sramek

2. Transition Stipend, one time stipend of \$2,000.00, effective February 14, 2013:
 - a. Kathleen Graves, Supervisor of Printing Services.
3. Certified Lead Evaluators, effective July 1, 2012 through June 30, 2013; no additional salary:
 - a. Katie McDonough
 - b. Kasi Washburn
 - c. Kristina Earl
 - d. Danielle Major

J. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

Field Trips

Upon the motion of Peoples, seconded by Bulkley, it is resolved to approve the following field trips: 13-075

- A. A field trip for the Bush Education Center Senior Cosmetology program as attached.
- B. A field trip for the Coopers Education Center Culinary Arts program as attached.
- C. A field trip for the Coopers Education Center Cosmetology program as attached.
- D. A field trip for the Coopers Education Center Auto Tech II program as attached.
- E. A field trip for the Wildwood Education Center Heavy Equipment program as attached.
- F. A field trip for the Bush Education Center Broad Horizon Academy program as attached.

8. BOARD PRESIDENT'S REPORT

- A. None.

9. SUPERINTENDENT'S REPORT

A. GST BOCES budget for 2013-2014.

District Superintendent Graefe presented the proposed GST BOCES administrative budget for 2013-2014.

B. GST BOCES Efficiency Study**13-076**

Upon the motion of Scott, seconded by Dickson, the Board does hereby approve the Efficiency Study Contract with Castallo & Silky and grants authorization to Acting Board President Apgar to sign same.

CARRIED UNANIMOUSLY

Additional Items:

1. GST School Boards Association Legislative meeting, February 25, 2013, 6:00 p.m. at the Campbell-Savona Central High School.
2. Rick Timbs will share information on District budgets at the Superintendents Council's meeting on February 12, 2013.
3. Outreach to the New York Times regarding our Summer of Innovation programs.
4. GST BOCES foundation.
5. Commissioner King and Deputy Commissioner Slentz's visit to our region in March for the regional Stocktake evaluation.

EXECUTIVE SESSION**13-077**

Upon the motion of Moss, seconded by Bulkley, it is resolved to move to executive session at 6:22 p.m. to discuss two employment matters and four legal matters concerning particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION**13-078**

Upon the motion of Keddell, seconded by Peoples, it is resolved to move to open session at 6:53 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT**13-079**

Upon the motion of Dickson, seconded by Peoples, it is resolved to adjourn the meeting at 6:54 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Regular	03/05/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	04/09/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 7
Annual Budget	04/09/13, 6:30 p.m.	Coopers Education Ctr., Bldg. 7

Respectfully Submitted,

dlh
February 6, 2013

Doretta L. Hughson
Board Clerk