

**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

March 5, 2013

Coopers Education Center, Bldg. 8

5:30 p.m.

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

ABSENT: Bulkley, Gorman and McConnell.

ALSO PRESENT: District Superintendent Graefe; Cabinet: Bentley, Drake, Johnson, Manning, Moschetti, Munson, Pierce, Spencer and Weinman; Board Clerk Hughson; and Jessica Cohen and Alan Pole of Castallo & Silky Consultants.

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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

A. District Superintendent Graefe introduced Jessica Cohen and Alan Pole who work for Castallo & Silky Consultants.

3. ACCEPTANCE OF THE AGENDA WITH THE ADDITION OF THE ADDENDUM

13-080

Upon the motion of Moss, seconded by Peoples, it is resolved to accept the agenda with the addition of the addendum.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

13-081

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

A. Approval of Minutes

1. Regular Board Meeting – February 5, 2013

B. Treasurer's Reports – January 2013

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

C. Internal Claims Auditor's Reports – January 2013 as attached

CARRIED UNANIMOUSLY

5. FINANCE

13-082

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

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

Item#	CoSer #	Title	In the Amount of
139-13	419.693	Academic Programs w/ TST BOCES	\$1,260

This establishment will be supported as follows:

139-13	419.693	Watkins Glen: \$1,260
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2. Budget Increases for 2012-13:

Item #	CoSer #	Title	Increase	From	To
140-13	101.000	Career & Technical Education	\$ 17,100	\$15,110,170	\$15,127,270
141-13	251.493	Staffing 1:6:1 w/ Genesee Valley BOCES	\$ 3,696	\$ 79,840	\$ 83,536
142-13	302.494	Itinerant Handicapped: Other w/ Mon #1 BOCES	\$ 2,082	\$ 6,567	\$ 8,649
143-13	401.000	Arts In Education	\$ 355	\$ 379,978	\$ 380,333
144-13	403.003	Alternative Education-Secondary	\$ 15,261	\$ 1,380,768	\$ 1,396,029
145-13	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 38	\$ 1,336	\$ 1,374
146-13	430.000	Distance Learning	\$ 4,109	\$ 656,868	\$ 660,977
147-13	511.000	Printing	\$ 152,212	\$ 592,591	\$ 744,803
148-13	512.000	Computer Services, Instructional	\$ 6,102	\$ 2,704,693	\$ 2,710,795
149-13	527.000	Instructional Materials (Science Center)	\$ 6,165	\$ 512,253	\$ 518,418
150-13	536.000	Model Schools	\$ 65	\$ 104,604	\$ 104,669
151-13	537.000	School/Curriculum Improvement Planning	\$ 175	\$ 1,392,446	\$ 1,392,621
152-13	550.591	Computer Service Inst. w/ Erie #1 BOCES	\$ 22,488	\$ 1,143,682	\$ 1,166,170
153-13	555.591	Model Schools w/ Erie #1 BOCES	\$ 7,480	\$ 39,800	\$ 47,280
154-13	605.000	Computer Service: Management	\$ 76,516	\$12,044,371	\$12,120,887
155-13	608.000	Negotiations (Labor Relations)	\$ 175	\$ 293,675	\$ 293,850
156-13	609.000	Safety/Risk Management	\$ 5,176	\$ 606,030	\$ 611,206
157-13	614.000	Public Information Service: Central	\$ 1,814	\$ 253,134	\$ 254,948
158-13	629.591	Computer Service Mgmt. w/ Erie #1 BOCES	\$ 92,264	\$ 2,755,518	\$ 2,847,782
159-13	659.591	Planning Service Mgmt. w/ Erie #1 BOCES	\$ 1,190	\$ 29,074	\$ 30,264

These increases will be supported as follows:

140-13	101.000	Cattaraugus-Allegany BOCES (Andover): \$10,179 and (Whitesville): \$6,921
141-13	251.493	Avoca: \$3,696
142-13	302.494	Canisteo-Greenwood: \$682, Corning: \$605, Hornell: \$663 and Horseheads: \$132
143-13	401.000	Horseheads: \$355
144-13	403.003	Cattaraugus-Allegany BOCES (Andover): \$9,084 and (Whitesville): \$6,177
145-13	416.494	Waverly: \$38
146-13	430.000	Avoca: \$1,200 and Waverly: \$2,909
147-13	511.000	Addison: \$5,957, Alfred-Almond: \$909, Arkport: \$1,458, Avoca: \$1,559, Bath: \$6,497, Bradford: \$912, Campbell-Savona: \$3,849, Canaseraga: \$472, Canisteo-Greenwood: \$1,962, Elmira: \$21,157, Corning-Painted Post: \$37,074, Elmira Heights: \$2,622, Hammondsport: \$2,123, Hornell: \$3,083, Horseheads: \$45,664, Jasper-Troupsburg: \$211, Odessa-Montour: \$2,475, Prattsburgh: \$849, Spencer-Van Etten: \$2,118, Watkins Glen: \$3,014, Waverly: \$4,785 and Miscellaneous Revenue: \$3,462.
148-13	512.000	Corning: \$6,102
149-13	527.000	Corning: \$6,165
150-13	536.000	Elmira: \$65
151-13	537.000	Tompkins-Seneca-Tioga BOCES (Dryden): \$175
152-13	550.591	Alfred-Almond: \$10,107, Avoca: \$23,409, Bath: (\$171), Campbell-Savona: \$57, Canaseraga: (\$18,182), Canisteo-Greenwood: (\$509), Hammondsport: \$1,146 and Jasper-Troupsburg: \$6,631
153-13	555.591	Alfred-Almond: \$2,400, Canisteo-Greenwood: (\$3,980), Elmira Heights: \$1,100 and Jasper-Troupsburg: \$7,960
154-13	605.000	Hammondsport: \$43,315, Horseheads: \$13,760, Spencer-Van Etten: \$25,941 and Miscellaneous Revenue: (\$6,500)
155-13	608.000	Miscellaneous Revenue: \$175
156-13	609.000	Horseheads: \$5,176
157-13	614.000	Corning: \$1,814
158-13	629.591	Alfred-Almond: \$2,805, Arkport: \$106, Avoca: \$14,431, Bath: \$171, Bradford: \$8, Campbell-Savona: \$2,940, Canaseraga: \$24,842, Canisteo-Greenwood: \$6,331, Hammondsport: \$3,414, Hornell: \$3,378 and Jasper-Troupsburg: \$33,838
159-13	659.591	Hornell: \$1,190

3. Budget Decrease for 2012-13:

Item #	CoSer #	Title	Decrease	From	To
160-13	612.000	Business Office Support (CBO)	\$ 115,657	\$ 3,938,486	\$ 3,822,829

This decrease will be supported as follows:

160-13 612,000 Hornell: (\$106,124) and Jasper-Troupsburg: (\$9,533)

4. Transfers within programs for 2012-13:

a. 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>
101	Career & Technical Education	A103-3869-150-0-00 Cert. Salary		\$31,350
		A101-3980-150-0-00 Cert. Salary		\$33,647
		A101-3974-150-0-00 Cert. Salary		\$12,419
		A101-3020-150-0-74 Cert. Salary	\$22,975	
		A103-3448-150-0-00 Cert. Salary	\$12,441	
		A103-3448-200-0-00 Equipment	\$42,000	
		TOTAL	\$77,416	\$77,416
605	Computer Services: Management	A605-7710-200-8-07 Equipment		\$12,364
		A605-7710-200-8-00 Equipment		\$16,867
		A605-7710-301-8-07 Other Equip	\$12,364	
		A605-7710-204-8-00 Small Equip	\$16,867	
		TOTAL	\$29,231	\$29,231

B. Federal Fund Establishments and Adjustments.

1. Grant Acceptances and Budget Establishments for 2012-13 for GST BOCES:

- a. VATEA Incarcerated grant is accepted and the budget established in the amount of \$36,000 for July 1, 2012 – June 30, 2013 as attached.
- b. STAC (System to Track and Account for Children) Education of Incarcerated Youth grant is accepted and the budget established in the amount of \$640,000 for July 1, 2012 – June 30, 2013 as attached.
- c. Neglected & Delinquent, Title 1, Part D grant is accepted and the budget established in the amount of \$50,937 for July 1, 2012 – June 30, 2013 as attached.

C. Purchasing.

1. Approval of Resolution, as attached, for IPA for VOIP System and Installation/Labor in the amount of \$443,000 plus related borrowing fees for Corning-Painted Post Area School District.
2. Request permission to bid the following items:
 - A. Print Shop supplies and paper for the GST BOCES Print Shop.

D. Authorization to Pay the Following Membership Dues.

1. The Central Steuben Chamber of Commerce in the amount of \$85.00 for the 2013 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

E. Activities Club.

1. Establish the following new club at the Coopers Campus and open an account:

- a. Coopers New Vision Medical (Advisors Kimberly Weaver and Mary Ellen Dropp).

CARRIED UNANIMOUSLY

6. PERSONNEL

13-083

Upon the recommendation of the Superintendent, and on the motion of Learn, seconded by Keddell, it is resolved that Item 6-B-1 (Sano) be removed from the Personnel Agenda.

CARRIED UNANIMOUSLY

13-084

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

A. Retirements

1. Jean Childs, Position: Senior Typist, Effective: June 30, 2013, Date of Hire: September 1, 1986.
2. Craig Cline, Position: Painter, Effective: end of day May 15, 2013, Date of Hire: October 26, 1998.
3. Thomas McGuire, Position: Cleaner, Effective: end of day June 28, 2013, Date of Hire: October 22, 1992.
4. Nancy Ribble, Position: Senior Account Clerk, Effective: end of day May 10, 2013, Date of Hire: January 1, 2006, transfer to CBO from Elmira CSD.

B. Resignations

1. Removed by resolution above.
2. Christina Thomas, Position: Computer Applications Specialist, Effective: end of day March 8, 2013, Date of Hire: March 3, 2008.
3. Hope Dennis, Position: Teacher Aide, Effective: end of day June 21, 2013, Date of Hire: October 11, 2006.

C. Discontinuation of Employment

1. Heather Oles, Position: Teacher Aide, Effective: end of day February 14, 2013, Date of Hire: September 6, 2011.

D. Changes in Appointments

1. Charles Stefanini, Administrator of Computer Services, full-time (1.0 FTE), 12 month position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Open Competitive List # 61957, Bush Education Center, effective February 6, 2013, Probationary Period February 6, 2013 through February 5, 2014, no change in salary.
2. William J. Knowles, Computer Programmer Analyst, full-time (1.0 FTE), 12 month position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Open Competitive List # 16167, Bush Education Center, effective February 6, 2013, Probationary Period February 6, 2013

- through February 5, 2014, no change in salary.
3. Eyleen Oslager, Network Technology Specialist, full-time (1.0 FTE), 12 month position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Continuous Recruitment List, Bush Education Center, effective February 19, 2013, Probationary Period February 19, 2013 through February 18, 2014, no change in salary.
 4. Vanessa Allen, Food Service Helper, part-time (.4688 FTE), 10 month, school calendar position, from Probationary to Permanent, effective March 19, 2013, no change in salary, having successfully completed the Civil Service Probationary Period.
 5. Jennifer Page, Career Education Resource Specialist, part-time (.8 FTE), 10 month, school calendar position, from Probationary to Permanent, effective March 21, 2013, no change in salary, having successfully completed the Civil Service Probationary Period.
 6. Deborah Fisk, Computer Operations Specialist, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective April 3, 2013, no change in salary, having successfully completed the Civil Service Probationary Period.

E. Tenure Appointment

1. Julie Powell, Position: Regional Special Education Behavior Specialist, Tenure Area: Education of Children with Handicapping Conditions - General Special Education, Effective Date of Tenure: April 7, 2013, Certification Status: Professional, Students with Disabilities – Grades 5-9 - Generalist, February 1, 2009 through January 31, 2014.

F. Appointments

1. Brion Munson, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 6, 2013, Probationary Period: February 6, 2013 through April 16, 2014, Salary: \$8.82 per hour (6.0 hours per day).
2. Tiffani Jones-Lewis, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 7, 2013, Probationary Period: February 7, 2013 through April 17, 2014, Salary: \$8.82 per hour (6.0 hours per day).
3. Sarah Coots, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 20, 2013, Probationary Period: February 20, 2013 through April 30, 2014, Salary: \$8.82 per hour (6.0 hours per day).
4. Amy Zeches-McCawley, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 20, 2013, Probationary Period: February 20, 2013 through April 30, 2014, Salary: \$8.82 per hour (6.0 hours per day).
5. Ronald Tryon, Position: Accountant (School, full-time (1.0 FTE), 12 month position, Provisional, Civil Service competitive appointment pending Civil Service exam, Effective: February 19, 2013, Salary: \$45,000.00 per year, prorated.

G. Annual Appointments

1. Coordinating Stipend for Medicaid Oversight, Stipend \$825, prorated, effective January 29, 2013 through June 21, 2013:
 - a. Jo Barlow, School Social Worker.
2. Skills USA Advisor, Stipend of \$1,237, prorated, effective November 5, 2012 through June 21, 2013:
 - a. Bush Education Center
 1. Kimberly Austin

H. Discontinue Mentor Stipend, Stipend \$825 per year, prorated

1. Jacquelyn Weaver mentoring Amy Spenciner, discontinue effective end of day February 8, 2013.

I. Additional Compensation Sheet 2012-2013

1. Substitute Teaching Assistant, Interpreter (Certified Teaching Assistant), \$25.00 per hour, effective February 27, 2013.

J. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. Programs**A. Efficiency Study review for GST BOCES.**

Ms. Cohen and Mr. Pole gave an overview of the GST BOCES Efficiency Study they are conducting.

Field Trips

13-085

Upon the motion of Keddell, seconded by Learn, it is resolved to approve the following field trips:

- B. Approval of a field trip for the Coopers Education Center Heavy Equipment program as attached.
- C. Approval of a field trip for the Wildwood Education Center SkillsUSA program as attached.
- D. Approval of a field trip for the Bush Education Center Nurse Assisting program as attached.
- E. Approval of a field trip for the Wildwood Education Center Building Trades program as attached.

- F. Approval of a field trip for the Wildwood Education Center New Vision Medical program as attached.
- G. Approval of a field trip for the Wildwood Education Center Alternative Education program as attached.
- H. Approval of a field trip for the Coopers Education Center New Vision Medical program as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

13-086

A. Resignation of Board Member

Upon the motion of Moss, seconded by Scott, it is resolved to accept the resignation of Board Member Michael Gorman effective June 30, 2013 with regret of his departure and for appreciation of his years of service.

CARRIED UNANIMOUSLY

13-087

B. May 2013 Board Meeting Date Change

Upon the motion of Dickson, seconded by Scott, it is approved to change the scheduled May 7, 2013 Board meeting to Tuesday, May 14, 2013.

CARRIED UNANIMOUSLY

9. SUPERINTENDENT'S REPORT

A. Mr. Weinman gave a report regarding the items discussed at the District Superintendents' meeting in Albany with the State Education Department.

Additional Items:

1. Elmira City School District Superintendent position vacancy.
2. Canisteo-Greenwood Superintendent position vacancy.
3. School Boards Association event with legislators was held on February 25, 2013.
4. Regional Rally is being held on April 15, 2013 at the Corning West High School at 6:30 p.m.

5. FINANCE

13-082

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

F. 2013 Capital Construction Project

Permission to advertise for bids, open the bids and hold preconstruction meetings for the 2013 Capital Construction project, pending SED approval of the project.

CARRIED UNANIMOUSLY

EXECUTIVE SESSION**13-088**

Upon the motion of Dickson, seconded by Scott, it is resolved to move to executive session at 6:01 p.m. to discuss three employment matters and four legal matters concerning particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION**13-089**

Upon the motion of Scott, seconded by Peoples, it is resolved to move to open session at 6:29 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT**13-090**

Upon the motion of Dickson, seconded by Scott, it is resolved to adjourn the meeting at 6:30 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
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
Regular	05/14/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

dlh
March 6, 2013

Doretta L. Hughson
Board Clerk