

**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
Coopers Education Center, Bldg. 8**

**June 4, 2013
5:30 p.m.**

PRESENT: Apgar, Bulkley, Everett, Keddell, McConnell, Moss, Peoples and Scott.

ABSENT: Dickson, Gorman and Learn.

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

GUESTS: None.

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President McConnell called the meeting to order and led the Pledge of Allegiance at 5:30 p.m.

2. PRIVILEGE OF THE FLOOR

District Superintendent Graefe shared information regarding:

- a. GST BOCES and Wings of Eagles grant application.
- b. Time Warner, \$10,000 for the GST BOCES' 2013 Summer of Innovation program.
- c. David Decker, an adult vocational instructor for GST BOCES' won Teacher of the Year from the New York State Association for Continuing Community Education (NYACCE).

3. ACCEPTANCE OF THE AGENDA WITH CHANGES

13-119

Upon the motion of Keddell, seconded by Bulkley, it is resolved to accept the agenda with changes.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

13-120

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

A. Approval of Minutes

1. Regular Board Meeting – May 14, 2013.

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – April 2013.

C. Internal Claims Auditor's Reports – April 2013 as attached.CARRIED UNANIMOUSLY**5. FINANCE****13-121**

Upon the recommendation of the Superintendent, and on the motion of Keddell, seconded by Scott, 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
200-13	439.499	Exploratory Enrichment w/ Cattaraugus-Allegany BOCES	\$848
201-13	533.599	Odyssey of the Mind w/Broome-Tioga BOCES	\$951

These establishments will be supported as follows:

200-13	439.499	Campbell-Savona: \$848
201-13	533.599	Horseheads: \$951

2. Budget Increases for 2012-13:

Item #	CoSer #	Title	Increase	From	To
202-13	251.493	Staffing 1:6:1 w/ Genesee Valley BOCES	\$ 9,980	\$ 83,536	\$ 93,516
203-13	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 334	\$ 3,267	\$ 3,601
204-13	419.693	Academic Programs w/ TST BOCES	\$ 180	\$ 2,070	\$ 2,250
205-13	426.000	Exploratory Enrichment	\$ 525	\$ 104,700	\$ 105,225
206-13	522.000	Equipment Repair	\$ 2,243	\$ 332,479	\$ 334,722
207-13	527.000	Instructional Materials (Science Center)	\$ 3,000	\$ 561,247	\$ 564,247
208-13	537.000	School/Curriculum Improvement Planning	\$ 6,834	\$ 1,439,166	\$ 1,446,000
209-13	602.000	Employee Benefit Coordination	\$ 33,303	\$ 285,803	\$ 319,106
210-13	605.000	Computer Service: Management	\$ 341,046	\$ 12,930,321	\$ 13,271,367
211-13	618.000	GASB 45-Planning and Valuation Service	\$ 1,000	\$ 62,550	\$ 63,550
212-13	638.495	Cooperative Bidding Coord. w/ WFL BOCES	\$ 3,468	\$ 15,096	\$ 18,564

These increases will be supported as follows:

202-13	251.493	Avoca: \$9,980
203-13	416.494	Addison: \$334
204-13	419.693	Horseheads: \$180
205-13	426.000	Campbell Savona: \$525
206-13	522.000	Miscellaneous Revenue: \$2,243
207-13	527.000	Elmira: \$3,000
208-13	537.000	Watkins Glen: \$2,829 and Miscellaneous Revenue-\$4,005
209-13	602.000	Elmira Heights: \$6,009, Odessa-Montour: \$4,456, Spencer-Van Etten: \$6,238, Watkins Glen: \$7,460 and Waverly: \$9,140
210-13	605.000	Bath: \$13,350, Corning: \$214,903, Waverly: \$88,380 and Misc. Revenue: \$24,413
211-13	618.000	Elmira: \$1,000
212-13	638.495	Addison: \$204, Arkport: \$408, Avoca: (\$684), Campbell-Savona: \$408, Canaseraga: (\$888), Canisteo-Greenwood: \$408, Corning: \$1,296, Hammondsport: \$1,296, Hornell: \$408, Jasper-Troupsburg: \$204 and Prattsburgh: \$408

2. Budget Decreases for 2012-13:

Item #	CoSer #	Title	Decrease	From	To
213-13	214.493	Staffing 1:6:1 w/ Genesee Valley BOCES	\$ 49,900	\$ 49,900	\$ 0
214-13	430.000	Distance Learning	\$ 6,400	\$ 662,977	\$ 656,577
215-13	528.000	Industry/Education Activities Coordination	\$ 20,000	\$ 456,853	\$ 436,853

These decreases will be supported as follows:

213-13	214.493	Avoca: (\$49,900)
214-13	430.000	Miscellaneous Revenue: (\$6,400)
215-13	528.000	Career Development Council, Inc.: (\$20,000)

3. Transfers within programs for 2012-13:

- b. The Adult and Continuing Education budget is established in the amount of \$2,619,624 for the period July 1, 2013 through June 30, 2014.

C. Purchasing.

1. Approval of Resolution, as attached, to participate in state-wide contracts for software/learning packages and licensing agreements managed by Erie 1 BOCES.
2. Accept cooperative RFP for Annual Equipment Financing as awarded by OCM BOCES at its regular monthly Board of Education meeting on 5/16/2013; RFP # 213-63 to the following vendor:

First Niagara Leasing, Inc.

3. Approval of Resolution, as attached, to participate in the Mobile Device Management contracts, managed by Erie 1 BOCES.
4. Award of bid for the purchase of Cosmetology Furniture for GST BOCES Bush Campus to: Lines of Rochester, dba Salon Accessories at \$81,470.00.

Bids were opened May 30, 2013 at 2:30 p.m. and the following bids were received:

1. Lines of Rochester, dba Salon Accessories, 333 Metro Park, Suite F501, Rochester, NY 14623, \$81,470.00.
2. The Brittany Group, Ltd., 2264 W. Henderson Road, Columbus, OH 43220, \$87,182.00.
5. Award of bid for the purchase of Mini Excavator for GST BOCES Bush Campus to the lowest bidder meeting specifications to: Southworth-Milton, Inc. at \$51,636.00 for a 2013 CAT 304E CR.

Bids were opened May 30, 2013 at 3:00 p.m. and the following bids were received:

1. Bobcat of Twin Tiers, 3087 Lake Road, Horseheads, NY 14845, \$45,679.39 for a 2013 Bobcat E45.
2. Monroe Tractor, 110 Old Ithaca Road, Horseheads, NY 14845, \$48,362.00 for a 2012 Case CX36B.
3. Five Star Equipment, 1653 NY Rt. 11, Kirkwood, NY 13795, \$48,644.00 for a 2012 John Deere 35D.
4. Five Star Equipment, 1653 NY Rt. 11, Kirkwood, NY 13795, \$50,050.00 for a 2013 John Deere 35D.
5. Southworth-Milton, Inc., 500 Commerce Drive, Clifton Park, NY 12065, \$51,636.00 for a 2013 Cat 304E CR.
6. Admar Supply, 449 Commerce Road, Vestal, NY 13850, \$51,925.00 for a 2013 Wacker 38Z3.

7. Admar Supply, 449 Commerce Road, Vestal, NY 13850, \$53,730.00 for a 2013 Kubota V35-4R3.
8. Bradco Supply Co., 80 Old Mills Road, Towanda, PA 18848, \$68,997.00 for a 2013 Wacker 50Z3.

D. Acceptance of Donated Items

1. \$100.00 for Hall of Fame Banquet from Orthodontic Associates of the Southern Tier, P.C., 440 East Water Street, Elmira, NY 14901.
2. \$100.00 for Hall of Fame Banquet from Hilliard Corporation, 100 West Fourth Street, Elmira, NY 14901.
3. \$100.00 for Hall of Fame Banquet from Hunt Engineers, Architects and Land Surveyors, P.C., Airport Corporate Park, 100 Hunt Center, Horseheads, NY 14845.
4. \$100.00 for Hall of Fame Banquet from Corning Credit Union, One Credit Union Plaza, P O Box 1450, Corning, NY 14830.
5. \$150.00 for Hall of Fame Banquet from Simmons Rockwell Autoplaza, Inc., 784 County Route 64, Elmira, NY 14903.
6. \$2,000.00 for Southern Tier Scholars from Welliver McGuire Inc., 250 North Genesee Street, Montour Falls, NY 14865.
7. \$500.00 for Southern Tier Scholars from Matthews Buses, Inc., 2900 Route 9-Malta, Ballston Spa, NY 12020.
8. \$500.00 for Southern Tier Scholars from Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP, Attorneys at Law, P O Box 660, Binghamton, NY 13902-0660.
9. \$1,000.00 for Southern Tier Scholars from Lawley Service Insurance, 361 Delaware Avenue, Buffalo, NY 14202.
10. \$2,000.00 for Southern Tier Scholars from Hunt Engineers, Architects & Land Surveyors, P.C., Airport Corporate Park, 100 Hunt Center, Horseheads, NY 14845.
11. \$249.00 for Southern Tier Scholars from Kraft Foods Group, Inc., Campbell, NY 14821.
12. \$150.00 for Southern Tier Scholars from Bernard P. Donegan, Inc., P O Box 70, Victor, NY 14564.
13. 9500 lbs. of materials, a roller kit and consumables for a .052 set up to the Bush Welding classes from Vulcraft of NY, Inc., Attn: Clark Poulsen, 5362 Railroad Street, Chemung, NY 14825.
14. Wrenches, sockets, adapters, extensions and bars to the Coopers Auto Technology class from Tractor Supply, 3148 Silverback Lane, Painted Post, NY 14870.
15. 1997 Ford Suburban to the Bush Automotive Technology class from Jennifer Talmage, 235 Jackson Creek Road, Erin, NY 14838.
16. 1999 Plymouth Voyager to the Bush Automotive Technology Class from Joan D. Trifoso, 907 W. Clinton Street, Elmira, NY 14905.

CARRIED UNANIMOUSLY

6. PERSONNEL

13-122

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

A. Retirements

1. Sandra Daley, Position: Senior Account Clerk, Central Business Office, Effective: June 30, 2013, Date of Hire: April 1, 2006, transfer from Odessa-Montour CSD.
2. Geraldine Furterer, Position: Staff Development Coordinator, Effective: August 31, 2013, Date of Hire: July 14, 2008.
3. Charlotte Giglio, Position: Teacher Aide, Effective: June 29, 2013, correcting from June 30, 2013, from the February 5, 2013 BOE, Date of Hire: September 5, 1989.
4. Kathleen Graves, Position: Supervisor of Printing Services, Effective: June 29, 2013, Date of Hire: July 2, 2001.
5. Debora Presutti, Position: Teacher, Speech and Hearing Handicapped, Effective: end of day June 21, 2013, Date of Hire: September 18, 1989.
6. Mary Lou Tangorre, Position: Adult Education Career Specialist, Effective: July 1, 2013, Date of Hire: November 8, 1993.
7. Roxanne Truesdale, Position: Principal Clerk, Effective: end of day October 25, 2013, Date of Hire: March 7, 1988.

B. Resignations

1. Tiffani Jones-Lewis, Position: Teacher Aide, Effective: end of day April 25, 2013, Date of Hire: February 7, 2013.
2. William Giancoli, Position: STEM Curriculum Mentor, Effective: June 23, 2013, Date of Hire: September 4, 2012.
3. Nelida Lucht, Position: Career Education Resource Specialist, Effective: end of day May 24, 2013, Date of Hire: February 4, 2008.

C. Rescind Resignation from the May 14, 2013 Board Agenda/Minutes, due to other employment not occurring, returning to the same position with GST BOCES.

1. Travis Morato, Position: Network Technology Specialist, Effective: end of day April 26, 2013, Date of Hire: January 10, 2011.

D. Elimination of Positions

1. Typist, one part-time (.5 FTE), 12 month, Competitive Civil Service position, effective May 8, 2013, due to the Civil Service reclassification of a Typist position to Account Clerk Typist.
2. Senior Typist, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective June 30, 2013.

E. Creation of Position

1. Account Clerk Typist, one part-time (.5 FTE), 12 month, Competitive Civil Service position, effective May 8, 2013, due to the Civil Service reclassification of a Typist position to Account Clerk Typist.

F. Increase or Decrease in Assignment

1. Alonzo Toby, Cleaner, 12 month, Non-Competitive Civil Service position; increased from .5 FTE to 1.0 FTE; effective July 1, 2013; Probationary Period continues through October 28, 2013; salary \$13.07, per hour (grade 1, step 2).

G. Changes in Appointments

1. Jennifer Biggs, Career Education Resource Specialist, Temporary, part-time (.8 FTE), 12 month position, Competitive Civil Service, Provisional appointment, extension of employment from June 14, 2013 to June 30, 2013.
2. Denise Knowles, Career Education Resource Specialist, Temporary, part-time (.8 FTE), 12 month position, Competitive Civil Service appointment, Probationary period served, extension of employment from June 14, 2013 to June 30, 2013.
3. Scott Vang, Personal Computer Coordinator, part-time (.5 FTE), 12 month position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Open Competitive List #72107, effective May 8, 2013, Probationary Period of May 8, 2013 through May 7, 2014, no change in salary.
4. Dena Zoerman, reclassified from Typist to Account Clerk Typist, part-time (.5 FTE), 12 month position, Competitive, Probationary Civil Service appointment, Civil Service Open Competitive List #DCACT0912, effective May 8, 2013, Probationary Period of May 8, 2013 through May 7, 2014, salary \$14.65 per hour (grade 6, step 4), due to the Civil Service reclassification of a Typist position to Account Clerk Typist.

H. Tenure Appointments

1. Carolyn Connelly, Position: Teacher, Tenure Area: Coordinator of Work-Based Learning Program, Effective Date of Tenure: July 1, 2013, Certification Status: Permanent, Coordinator of Work-Based Learning Programs for Career Awareness Extension, September 1, 2010.
2. Laurie Crooker, Position: Teaching Assistant, Tenure Area: Teaching Assistant, Effective Date of Tenure: July 1, 2013, Certification Status: Teaching Assistant, Level 3, September 1, 2012.
3. David Mayotte, Position: Instructional Support Specialist. Tenure Area: Instructional Support Services in the Integration of Technology into Instructional Practices, Effective Date of Tenure: July 1, 2013, Certification Status: Permanent, Music, September 1, 2004.
4. Jessica Frisbie, Position: Teacher, Tenure Area: Education of Children with Handicapping conditions – Education of Speech and Hearing Handicapped Children, Effective Date of Tenure: June 28, 2013, Certification Status: Initial, Speech and Language Disabilities, February 1, 2009 through January 31, 2014.

I. Appointments

1. John Marsh, Position: Painter, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service, Probationary appointment, Effective: June 17, 2013,

Probationary Period: June 17, 2013 through June 16, 2014, Salary: \$13.80 per hour (grade 4, step 2).

2. Patricia Mortimer, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: June 3, 2013, Tenure Area: Teaching Assistant, Certification: Teaching Assistant, Level 1 Renewal, September 1, 2013 through August 31, 2015, Probationary Period: June 3, 2013 through June 2, 2016, Salary: \$24,736.00 per year, prorated (step 1).

J. Temporary Appointments

1. Leandra Sullivan, Position: Long-Term Substitute Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Long-Term Substitute, Temporary appointment, Effective: December 14, 2012 through June 21, 2013, Certification: not certified, Salary: \$24,736.00 per year, prorated (step 1)
2. Nancy Zito, Position: Health Plan Administrator, time-sheet basis, Effective: July 2, 2013 through June 30, 2014, Salary: \$45.02 per hour.
3. Mary Jane Eckel, Position: Curriculum Mentor, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2013 through June 30, 2014, Certification: Permanent, Music, February 1, 1979, Salary: \$280 per diem, time-sheet basis.

K. Annual Stipend, effective October 1, 2012 through June 30, 2013

1. Career Development Council
 - a. Sarah Sassman, Elmira CSD Team Leader, Stipend \$1,125.00, prorated.

L. Annual Appointment

1. Certified Lead Evaluator, effective January 8, 2013 through June 30, 2013; no additional salary
 - a. Lisa Sanford.

M. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

13-023

Upon the motion of Scott, seconded by Moss, it is resolved to approve the following program items:

Field Trips

- A. A field trip for the Bush Education Center's Nurse Assisting program as attached.

Textbooks

- B. Textbooks for the Special Education Broad Horizons Academy program.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

- A. None.

9. SUPERINTENDENT'S REPORT

- A. Deleted.

BOARD POLICIES

13-024

Upon the motion of Bulkley, seconded by Apgar, it is resolved to approve the following Board Policies:

- A. Board Policy - #9310 – Personnel & Negotiations – “Attendance of Non-Unit Employees” – as attached.
- B. Board Policy - #9210 – Personnel & Negotiations – “Insurance for Non-Unit Employees” – as attached.

CARRIED UNANIMOUSLY

C. SED

District Superintendent Graefe shared information from the State Education Department.

Additional Items:

1. Canisteo-Greenwood CSD Board of Education is beginning their Superintendent's search interviewing process.
2. Elmira CSD Board of Education is postponing their Superintendent's search until the winter of 2014.

EXECUTIVE SESSION

13-025

Upon the motion of Scott, seconded by Everett, it is resolved to move to executive session at 6:08 p.m. to discuss three employment matters and five legal matters concerning particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION

13-026

Upon the motion of Scott, seconded by Moss, it is resolved to move to open session at 6:50 p.m.

CARRIED UNANIMOUSLY

6. PERSONNEL - continued

13-127

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

N. Non-Unit Salary Increase For 2013-2014

1. RESOLVED, except as noted below, the Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services hereby enacts a base salary increase of two percent (2%) for non-unit employees, effective July 1, 2013. The base salary for the Assistant Superintendent for Finance and Administrative Services for the 2013-2014 fiscal year shall be the same as the 2012-2013 fiscal year. The Working Foreperson stationed at the Wildwood Campus will receive a base salary increase of one percent (1%), effective July 1, 2013.

CARRIED UNANIMOUSLY**13-128**

Upon the recommendation of the Superintendent, and on the motion of Scott, seconded by Bulkley, it is:

P. Medical Examination

1. RESOLVED, the BOCES Board of Education hereby requires employee #05954 to submit to a medical examination by the BOCES' school physician to determine her physical and/or mental capacity to perform her duties pursuant to Education Law § 913.

CARRIED UNANIMOUSLY**10. ADJOURNMENT****13-129**

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

CARRIED UNANIMOUSLY**Next Meetings**

Meeting	Date/Time	Location
Reorganizational	07/02/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	07/02/13, immediately following Reorganizational meeting	Coopers Education Ctr., Bldg. 8
Regular	08/27/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

dlh
June 5, 2013

Doretta Hughson