

**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

December 4, 2012

6:00 p.m.

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

ABSENT: Gorman and McConnell.

ALSO PRESENT: District Superintendent Graefe; Cabinet: Bentley, Drake, Johnson, Manning, Moschetti, Munson, Pierce, Spencer and Weinman; BOCES Staff: Beebe (D: 6:01 p.m.), Coupe (D: 6:01 p.m.), Curt Drake (D: 6:01 p.m.), Hurd (D: 6:01 p.m.), R. Perkins (D: 6:01); Board Clerk: Hughson; and Students: Jon Calcote, Haley Chamberlain, Julie Collins, Annabelle Cornell, Ashley Cratsley, Katelyn Degeyter, Sierra Fitzwater Sheyanne Pace and Sierra Scarberry (all students D: 6:01 p.m.).

* * * * *

Mr. Beebe and Ms. Coupe introduced their Culinary Arts program students who prepared and served dinner to the Board Members. The Board Members thanked the students for the wonderful dinner.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board Vice President Everett called the meeting to order and led the pledge of allegiance at 6:00 p.m.

2. PRIVILEGE OF THE FLOOR

Board Member Bulkley thanked Colin Pierce for the financial report.

3. ACCEPTANCE OF THE AGENDA WITH THE CORRECTION TO 5-C-1 ATTACHMENT

13-053

Upon the motion of Moss, seconded by Apgar, it is resolved to accept the agenda with the correction to 5-C-1 attachment.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

13-054

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 – November 6, 2012

B. Treasurer's Reports – October 2012

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

C. Internal Claims Auditor's Reports – October 2012 as attachedCARRIED UNANIMOUSLY**5. FINANCE****13-055**

Upon the recommendation of the Superintendent, and on the motion of Dickson, 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
062-13	218.499	Staffing 1:12:3 w/ Cattaraugus-Allegany BOCES	\$ 75,825
063-13	250.499	Staffing 1:6:1 w/ Cattaraugus-Allegany BOCES	\$ 153,804
064-13	302.494	Itinerant Handicapped: Other w/ Monroe #1 BOCES	\$ 2,290
065-13	402.001	Alternative GED	\$ 54,504
066-13	411.499	Summer School w/ Cattaraugus-Allegany BOCES	\$ 760
067-13	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 1,336
068-13	563.597	Printing w/ Madison-Oneida BOCES	\$ 50

These establishments will be supported as follows:

062-13	218.499	Alfred-Almond-\$75,825
063-13	250.499	Canisteo-Greenwood-\$153,804
064-13	302.494	Corning-\$2,063 and Hammondsport-\$227
065-13	402.001	Bradford \$36,336 and Corning-Painted Post \$18,168
066-13	411.499	Canaseraga-\$760
067-13	416.494	Corning-\$1,336
068-13	563.597	Avoca-\$50

2. Budget Increases for 2012-13:

Item #	CoSer #	Title	Increase	From	To
069-13	430.008	Distance Learning (430C)	\$ 12,250	\$ 644,518	\$ 656,768
070-13	433.496	Distance Learning w/ Monroe #2 BOCES	\$ 89	\$ 4,251	\$ 4,340
071-13	505.494	Music Library w/ Monroe #1 BOCES	\$ 34	\$ 1,566	\$ 1,600
072-13	506.000	Curriculum Development	\$ 78,476	\$ 845,586	\$ 924,062
073-13	508.000	Library Services/ Media	\$ 322	\$ 293,943	\$ 294,265
074-13	516.000	Planning, Instructional (Grant Writing)	\$ 32,123	\$ 805,441	\$ 837,564
075-13	525.000	Staff Development: Certified & Administrative	\$ 13,700	\$ 1,252,646	\$ 1,266,346
076-13	527.000	Instructional Materials (Science Center)	\$ 42	\$ 497,646	\$ 497,688
077-13	536.000	Model Schools	\$ 520	\$ 103,634	\$ 104,154
078-13	547.591	School/Curriculum Imp. Planning w/ Erie 1	\$ 40,306	\$ 40,306	\$ 80,612
079-13	550.591	Computer Service Inst. w/ Erie #1 BOCES	\$ 301,696	\$ 841,986	\$ 1,143,682
080-13	605.000	Computer Service: Management	\$ 7,500	\$11,888,378	\$11,895,878
081-13	629.591	Computer Service Mgmt. w/ Erie #1 BOCES	\$ 288,268	\$ 2,467,250	\$ 2,755,518
082-13	631.694	Computer Service Mgmt. w/ E. Suffolk BOCES	\$ 5	\$ 3,262	\$ 3,267
083-13	641.496	Recruiting Service w/ Monroe #2 BOCES	\$ 171	\$ 5,918	\$ 6,089
084-13	659.591	Planning Service Mgmt. w/ Erie 1 BOCES	\$ 2,005	\$ 27,069	\$ 29,074

These increases will be supported as follows:

069-13	430.008	Addison \$7,250 and Watkins Glen \$5,000
070-13	433.496	Bath-\$89
071-13	505.494	Jasper-Troupsburg-\$34
072-13	506.000	Canisteo Greenwood-\$78,476
073-13	508.000	Watkins Glen-\$322
074-13	516.000	Canaseraga-\$25,096 and Canisteo Greenwood-\$7,027
075-13	525.000	Avoca-\$13,700
076-13	527.000	Miscellaneous Revenue-\$42
077-13	536.000	Elmira-\$520
078-13	547.591	Hornell-\$40,306
079-13	550.591	Alfred-Almond-\$91,036, Arkport-\$3,139, Avoca-\$33,663, Bath-\$88,766, Bradford-\$68, Canaseraga-\$20,070, Canisteo-Greenwood-\$28,019, Corning-\$51, Hammondsport-\$16,772, Hornell-\$19,710, Jasper-Troupsburg-\$385 and Prattsburgh-\$17

080-13	605.000	Waverly-\$7,500
081-13	629.591	Addison-(\$1,071), Alfred-Almond-\$79,590, Arkport-\$2,443, Avoca-\$4,701, Bath-(\$9,988), Bradford-\$14,621, Campbell-Savona-\$3,166, Canaseraga-\$661, Canisteo-Greenwood-(\$12,859), Corning-\$2,194, Hammondsport-\$7,940, Hornell-\$171,513, Jasper-Troupsburg-\$24,941 and Prattsburgh-\$416
082-13	631.694	Horseheads-\$5
083-13	641.596	Hornell-\$171
084-13	659.591	Arkport-\$595; Bath-\$2,500; Canaseraga-\$100; Hornell-(\$1,190)

3. Budget Decreases for 2012-13:

Item #	CoSer #	Title	Decrease	From	To
085-13	501.001	Educational Communications Center	\$ 845	\$ 148,475	\$ 147,630
086-13	537.000	School/Curriculum Improvement Planning	\$ 30,000	\$ 1,424,446	\$ 1,394,446

These decreases will be supported as follows:

085-13	501.001	Miscellaneous Revenue-(\$845)
086-13	537.000	Corning-(\$30,000)

B. Federal Fund Establishments and Adjustments.

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

- WIA, Title 2, Incarcerated English Language/Civics Education grant for services is accepted and the budget established in the amount of \$4,995 for July 1, 2012 – June 30, 2013 as attached.
- Regional Special Education Technical Assistance Support Centers (RSE-TASC Part I) Grant is accepted and the budget established in the amount of \$695,269 for the period July 1, 2012 through June 30, 2013 as attached.
- Regional Special Education Technical Assistance Support Centers (RSE-TASC Part II) Grant is accepted and the budget established in the amount of \$415,604 for the period July 1, 2012 through June 30, 2013 as attached.

C. Purchasing.

- Approval of Resolution, as attached, for IPA for computer equipment in the amount of \$500,000 for Elmira City School District.
- Request permission to bid for the purchase of a used excavator for Wildwood Heavy Equipment Program. Bid price to include trade in of current excavator.

D. Amend 403(b) Retirement Plan.

- Resolved that the BOCES' 403(b) plan document is amended by adopting the attached proposed amendment.

E. Activities Clubs.

- Establish the following new club at the Coopers Campus and open an account:
 - BOCES Corning East Activity Fund (Advisors: Kathy Loven and Marion Richards).

2. Name change for Bush A03 Small Engine club at the Bush Campus:
 - a. Change club name to Diesel Club (formerly A03 Small Engines)

F. Corrective Action Plan.

1. Accept the Corrective Action Plan as attached for the GST BOCES 2011-12 External Audit.

G. Authorization to pay the following membership dues:

1. The New York State School Boards Association dues in the amount of \$10,383.00 for the 2013 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

H. Acceptance of Donated Items.

1. Clausing Floor Model Drill Press Model 2276 to Coopers Heavy Equipment class from James & Rebecca Price, 10 Jay E. Allen Drive, Painted Post, NY 14870.
2. 9,560 pounds of scrap angle to Bush Welding class from Vulcraft of NY, Inc., 5362 Railroad Street, Chemung, NY 14825.
3. Assorted hand tools & safety equipment to Bush Building Trades class from Tractor Supply Co., 1020 Center Street, Horseheads, NY 14845.
4. 1992 Mercury Sable to Coopers Auto Technology class from James Bruner, 12 Orchard Drive, Corning, NY 14830.
5. Lawn mower to Bush Small Engine class from Rose Roth.
6. (20) screwdrivers, (5) ballpeen hammers, (2) claw hammers, (2) lineman pliers, (3) slip joint pliers, (1) 3 pc. plier set, (2) 4 pc. plier set, (1) 2 pc. Slip groove plier set, (3) slip groove pliers, (2) dry wall saws, (6) needle nose pliers, (3) tin snips, (1) 10" pipe wrench, (14) tape measures, (1) hand held hacksaw, (1) hose plier, (1) pulley puller, (1) set of precision screwdrivers and (1) large tin cutter to Wildwood Skills USA from Tractor Supply, 18 Park Drive, Hornell, NY 14843.
7. \$249.00 for Southern Tier Scholars from Kraft Foods Global, Inc., 8596 Main Street, Campbell, NY 14821.
8. \$1,000.00 for Southern Tier Scholars from Lawley Service, Inc., 361 Delaware Avenue, Buffalo, NY 14202.
9. \$500.00 for Extended School Year Program – Bath Location from Steuben County Veterans Memorial, 7230 Route 54, Bath, NY 14810.
10. \$500.00 for Extended School Year Program – Bath Location from Institute for Human Services, 6666 County Road 11, Bath, NY 14810.

11. \$100.00 for Extended School Year Program – Bath Location from Charles E. Wescott Post 173, Bath American Legion, 14 W. William Street, Bath, NY 14810.

12. \$5,000.00 for Bush Campus Conservation class from Chemung County Federation of Sportsmens, Inc., P. O. Box 55, Horseheads, NY 14845.

CARRIED UNANIMOUSLY

6. PERSONNEL

13-056

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

A. Rescind Retirements, from the October 2, 2012 BOE minutes and from the November 6, 2012 BOE minutes, respectively, due to date changes

1. Beverly Jonas, Position: Occupational Therapist, Effective: end of day September 7, 2012, Date of Hire: September 4, 1990.
2. Barbara Hozempa, Position: Teacher Aide, Effective: December 28, 2012, Date of Hire: January 22, 1999.

B. Retirements

1. Beverly Jonas, Position: Occupational Therapist, Effective: end of day September 6, 2012, Date of Hire: September 4, 1990.
2. Barbara Hozempa, Position: Teacher Aide, Effective: end of day November 26, 2012, Date of Hire: January 22, 1999.

C. Resignations

1. Christina Regula, Position: Adult Education LPN Instructor, Effective: end of day October 10, 2012, Date of Hire: August 1, 2012.
2. Mary K. Dwyer, Position: Teacher Aide, Effective: August 31, 2012, Date of Hire: November 10, 2008

D. Elimination of Position

1. Micro-Computer Specialist, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective November 12, 2012.

E. Creation of Positions

1. Computer Operations Specialist, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective November 12, 2012.
2. Teacher, Speech and Hearing Handicapped, one full-time (1.0 FTE), 10 month, school calendar position, effective November 13, 2012.
3. Senior Account Clerk, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective December 1, 2012.

F. Changes in Appointments

1. Deborah (Betsy) Fisk, Micro-Computer Specialist, reclassified to Computer Operations Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, effective November 12, 2012, salary \$51,000.00 per year, prorated.
2. Andrew Scolaro, Network Technology Specialist, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective December 19, 2012, no change in salary.
3. Nelida Lucht, Career Education Resource Specialist, part-time (.475 FTE), 10 month, school calendar position, from Probationary to Permanent, effective December 6, 2012, no change in salary.
4. April Moore, Cook Manager, part-time (.8125 FTE), 10 month, school calendar position, from Probationary to Permanent, effective December 25, 2012, no change in salary.
5. Michelle Peacock, Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, from Probationary to Permanent, effective December 21, 2012, no change in salary.

G. Recalls

1. Domeneca Chapman, Position: Teacher Aide, Effective: November 13, 2012, Salary: \$9.37 per hour.
2. Trishia Alexander, Position: Teacher Aide, Effective: November 13, 2012, Salary: \$9.37 per hour.
3. Michelle Peacock, Position: Teacher Aide, Effective: November 29, 2012, Salary: \$9.23 per hour.

H. Transfer of Functions

1. RESOLVED, the Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services (Greater Southern Tier BOCES) hereby accepts the transfer of the Canaseraga Central School District's Business Office Function effective December 1, 2012. In accordance with section 70(2) of the Civil Service Law, the Canaseraga Superintendent of Schools has certified to the District Superintendent of the Greater Southern Tier BOCES a list of names and titles of those employees substantially engaged in the performance of duties specific to the School Business Office functions at the Canaseraga Central School District. The Canaseraga Superintendent of Schools has certified that one Senior Account Clerk, Frances Hoffman, is substantially engaged in the School Business Office functions.

I. Appointments

1. Michelle Mills-Bailey, Position: Teacher, Speech and Hearing Handicapped, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: November 13, 2012, Tenure Area: Education of Children with Handicapping Conditions – Education of Speech and Hearing Handicapped Children, Certification: Permanent, Speech and Hearing Handicapped, September 1, 2004, Probationary Period: November 13, 2012 through

November 12, 2014, previously tenured with Addison CSD, Salary: \$57,067.00 per year, prorated (step 10 + Credit Hours + Degree Stipend + Permanent Certificate Stipend + Special Education Stipend).

2. Frances Hoffman, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Permanent appointment, Effective: December 1, 2012, Probationary Period: time served with Canaseraga CSD, Salary: \$55,000.00 per year, Reason for Appt: due to the Civil Service transfer of functions from the Canaseraga CSD to the Central Business Office, in accordance with section 70(2) of the Civil Service Law.
3. Tami Curkendall, Position: Cleaner, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service, Probationary, appointment, Effective: November 26, 2012, Probationary Period: November 26, 2012 through November 25, 2013, Salary: \$12.90 per hour (grade 1, step 2).
4. Alonzo Toby, Position: Cleaner, part-time (.5 FTE), 12 month position, Non-Competitive Civil Service, Probationary, appointment, Effective: October 29, 2012, Probationary Period: October 29, 2012 through October 28, 2013, Salary: \$12.69 per hour (grade 1, step 1).

J. Rescind Temporary Appointment, from November 6, 2012 BOE minutes, declined appointment:

1. Melissa Roman, Position: Practical Nursing Instructor, full-time (1.0 FTE), 12 month position, Unclassified appointment, Effective: November 16, 2012 through June 30, 2013, pending completion of certification requirements, Certification: no applicable certificate; Job Skills Training Instructor, Adult Education Certificate required, Salary: \$45,000.00 per year, prorated.

K. Temporary Appointments

1. Allison Vang, Position: Career Education Resource Specialist, part-time (.4 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service Exam, Effective: November 14, 2012 through June 30, 2013, Salary: \$32,574.00 per year, prorated.
2. Terry Moore, Position: Career Education Resource Specialist, part-time (.4 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service Exam, Effective: November 28, 2012 through June 30, 2013, Salary: \$30,000.00 per year, prorated.
3. Laura Gosnell, Position: Adult Education LPN Instructor, full-time (1.0 FTE), 12 month, Unclassified, Temporary appointment, pending completion of certification requirements, Effective: November 26, 2012 through June 30, 2013, Certification: no applicable certification, Salary: \$47,500.00 per year, prorated.

L. Discontinuation of Annual Appointment

1. CBO Management Support, effective July 1, 2012 through October 28, 2012, Stipend \$2,500, prorated (previously through June 30, 2013):
 - a. Lori Palmer, Accounts Payable Team Leader.

M. Annual Appointments

1. Certified Lead Evaluators, effective July 1, 2012 through June 30, 2013; no additional salary:
 - a. Jeremy Wheeler
 - b. Christine McGinnis
 - c. Katheryn Ellison
2. Floor Hockey Coach, Annual Stipend \$618, effective September 4, 2012 through June 21, 2013:
 - a. Lisa Bryant, Elsmere program, Bush Education Center.

N. Report of Temporary and Substitute Personnel as attached.

O. Staff Report as attached.

P. Approval of the Revisions to the 2012-2013 Annual Professional Performance Review Plan to address comments by SED and authorization for Vice President Robert Everett to sign the Plan.

CARRIED UNANIMOUSLY

7. PROGRAMS

NYS TEACHER CERTIFICATION

- A. Ms. DeNardo gave a presentation regarding New York State Teacher Certification process.

13-057

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

FIELD TRIP

- B. Approval of a field trip for the ACE/Corning Community College program as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

- A. None.

9. SUPERINTENDENT'S REPORT

SED UPDATE

1. APPR initial plan was submitted, comments given to us by SED and revisions made for Board reapproval.

2. Commissioner King and Kenneth Slentz are doing a "stocktake" meeting with all District Superintendents by JMT region. JMT conference call is scheduled for December 14, 2012 to prepare for their eventual visit.
3. SED might have District Superintendents approve future APPR procedural items for component districts.
4. Insolvency of schools and regional high schools in multiple counties is being discussed by Commissioner King.

EXECUTIVE SESSION**13-058**

Upon the motion of Apgar, seconded by Keddell, it is resolved to move to executive session at 6:42 p.m. to discuss three employment matters concerning particular persons.
CARRIED UNANIMOUSLY

OPEN SESSION**13-059**

Upon the motion of Keddell, seconded by Learn, it is resolved to move to open session at 7:08 p.m.

CARRIED UNANIMOUSLY**10. ADJOURNMENT****13-060**

Upon the motion of Scott, seconded by Apgar, it is resolved to adjourn the meeting at 7:09 p.m.

CARRIED UNANIMOUSLY**Next Meetings**

Meeting	Date/Time	Location
Regular	01/08/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	02/05/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

dlh
December 5, 2012

Doretta L. Hughson
Board Clerk