

**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**

**February 4, 2014  
5:30 p.m.**

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

**ABSENT:** Moss.

**BOARD VACANCY:** One.

**ALSO PRESENT:** District Superintendent Graefe; Cabinet Members: Bentley, Drake,  
Johnson, Manning, Moschetti, Munson, Pierce, Spencer and  
Weinman; Board Clerk Hughson; BOCES Staff: Boyle (D: 5:50 p.m.)  
and Edger (D: 5:35 p.m.) and BOCES Students: Tessia Stanton (D:  
5:50 p.m.), Kevin Furness (D: 5:50 p.m.); Component  
Superintendent Dr. Glenn Niles (A: 5:40 p.m.; D: 6:13 p.m.) and  
Other Guest: Michael Boyle (D: 5:50 p.m.).

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

Board President Keddell called the meeting to order and led the Pledge of Allegiance at 5:28 p.m.

**2. PRIVILEGE OF THE FLOOR**

Dr. Graefe presented Board Member Alice Learn with a New York State School Board Association's Board Excellence Award.

**3. ACCEPTANCE OF THE AGENDA**

**14-068**

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

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**14-069**

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

**A. Approval of Minutes**

1. Regular Board Meeting – January 15, 2014.

**B. Treasurer's Reports**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – December 2013.
2. Student Activities – Bush Education Center - 10/01/13-12/31/13.
3. Student Activities – Coopers Education Center – 10/01/13-12/31/13.
4. Student Activities – Wildwood Education Center – 10/01/13-12/31/13.

**C. Internal Claims Auditor's Reports – December 2013 as attached.****CARRIED UNANIMOUSLY****5. FINANCE****14-070**

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 2013-14:**

Item#	CoSer #	Title	In the Amount of
082-14	419.693	Academic Programs, Special Facilities w/TST BOCES	\$ 540
083-14	427.599	Exploratory Enrichment w/Broome Tioga BOCES	\$ 7,373
084-14	529.499	Printing w/Cattaraugus-Allegany BOCES	\$ 83
085-14	567.690	School Curriculum Imp. Plan W/Albany BOCES	\$ 30,000

These establishments will be supported as follows:

082-14	419.693	Elmira: \$90 and Spencer-Van Etten: \$450
083-14	427.599	Spencer-Van Etten: \$7,373
084-14	529.499	Alfred-Almond: \$83
085-14	567.690	Corning: \$30,000

**2. Budget Increases for 2013-14:**

Item #	CoSer #	Title	Increase	From	To
086-14	250.499	Staffing 1:6:1 w/Cattaraugus-Allegany BOCES	\$ 28,468	\$ 174,355	\$ 202,823
087-14	311.692	Chinese w/Oneida-Herkimer-Madison BOCES	\$ 16,400	\$ 15,600	\$ 32,000
088-14	405.599	Equivalent Attendance w/Broome Tioga BOCES	\$ 70	\$ 128	\$ 198
089-14	416.494	Academic Programs w/Monroe #1 BOCES	\$ 1,095	\$ 2,282	\$ 3,377
090-14	430.000	Distance Learning	\$ 6,983	\$ 647,940	\$ 654,923
091-14	545.496	School Curriculum Imp. Plan w/Monroe 2 BOCES	\$ 106	\$ 15,143	\$ 15,249
092-14	548.596	School Curriculum Imp. Plan w/Albany BOCES	\$ 94	\$ 3,221	\$ 3,315
093-14	605.000	Computer Service: Management	\$ 997	\$12,499,730	\$12,500,727
094-14	627.495	Staff Development : Clerical w/WFL BOCES	\$ 577	\$ 2,074	\$ 2,651

These increases will be supported as follows:

086-14	250.499	Canisteo-Greenwood: \$28,468
087-14	311.692	Addison: \$400 and Watkins Glen: \$16,000
088-14	405.599	Waverly: \$70
089-14	416.494	Hornell: \$223 and Horseheads: \$872
090-14	430.000	Addison: \$3,983, Avoca: \$1,500 and Horseheads: \$1,500
091-14	545.496	Campbell-Savona: \$106
092-14	548.596	Canaseraga: \$94
093-14	605.000	Spencer-Van Etten: \$997
094-14	627.495	Addison: \$312 and Avoca: \$265

**3. Transfers within programs for 2013-14:**

a. Report of all fund transfers for the period 10/01/13-12/31/13 as attached.

b. Transfers in excess of \$10,000.

COSER NO.	PROGRAM	BUDGET CODE	TRANSFER IN	TRANSFER OUT
605	Computer Service: Management	A605-7710-200-8-48 Equipment		\$13,210
		A605-7710-819-3-09 HRA		\$10,192
		A605-7710-815-3-09 Social Security		\$304
		A605-7710-400-A-00 Contract & Other		\$13,548
		A605-7710-166-3-00 N-I Temp/Repair	\$12,270	
		A605-7710-815-3-09 Social Security	\$940	
		A605-7710-824-3-09 Dental Insurance	\$10,496	
		A605-7710-160-A-00 N-I Salaries	\$13,548	
		<b>TOTAL</b>	<b>\$37,254</b>	<b>\$37,254</b>

**B. Authorization to pay the following membership dues.**

1. Hornell Area Chamber of Commerce dues in the amount of \$200.00 for the 2014 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

**C. Purchasing.**

1. Permission to sell the following (11) BOCES fleet vehicles:

1999 Chevy Malibu	CA-33
2000 Ford Taurus	WA-77
2001 Ford Taurus	CA-83
2005 Jeep Grand Cherokee	T-4
2005 Chrysler Van	A-81
2006 Chevy Impala	A-30
2008 Chevy Impala	A-62
2008 Chevy Impala	A-63
2008 Chevy Impala	A-64
2009 Chevy Impala	A-67
1989 Mack 6 Wheel Dump Truck	WT-12 (to be sold as scrap)

2. Request permission to bid the following items:

- A. Permission to bid the 2014-15 Capital Project work pending SED approval. The project consists of work at the following buildings and sites:

Pauline G. Bush Campus (Elmira)

1. Building 1 – Canopy Security Upgrades/Special Ed Office Upgrades
2. Building 2 – Kitchen Equipment Upgrades
3. Hot Water Heater Replacement

Coopers Campus (Painted Post)

1. Building 3 – New Intermediate Floor & Nursing Program Expansion

Wildwood Campus (Hornell)

1. Building 2 – New Paint Booth-Automotive

**D. Approval of Cost Methodology for 2014-15 as attached.****E. Establish Scholarship.**

1. Establishment of the Mimi Heher Scholarship as attached.

CARRIED UNANIMOUSLY

**6. PERSONNEL**

14-071

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

**A. Retirements**

1. Penny Wakefield, Position: Teacher Aide, Effective: end of day January 15, 2014, Date of Hire: September 15, 1986.
2. Kathleen Buckley, Position: Supervisor of Adult Literacy, Effective: end of day January 31, 2014, Date of Hire: September 1, 1991.
3. Rowland Draper, Position: Teacher Aide, Effective: end of day March 20, 2014, Date of Hire: September 4, 1992.
4. Joan Crain, Position: Transcribing Typist, Effective: end of day June 20, 2014, Date of Hire: July 5, 2001.

**B. Resignations**

1. Susan Westling, Position: Labor Relations Specialist, Effective: end of day January 31, 2014, Date of Hire: November 16, 2011.
2. Travis Morato, Position: Network Technology Specialist, Effective: January 31, 2014, Date of Hire: January 10, 2011.
3. Meachele Manchester, Position: Educational Grant Specialist, Effective: end of day February 16, 2014, Date of Hire: May 21, 2007.

**C. Elimination of Positions**

1. Teaching Assistant, one (1) part-time (.5 FTE), 10 month, school calendar position, effective December 20, 2013.
2. STEM Staff Development Coordinator, one (1) full-time (1.0 FTE), 12 month position, effective end of day February 4, 2014.

**D. Creation of Position**

1. STEM Supervisor, one full time (1.0 FTE), 12 month position, effective February 5, 2014.

**E. Discontinuation of Employment**

1. Franklin Seeley, IV, Position: Teaching Assistant, Effective: end of day December 20, 2013, Date of Hire: October 25, 2010.

**F. Changes from Civil Service Provisional Appointment to Probationary Appointment**, due to successful passing of the Civil Service Exam.

1. Paul O'Malley, Position: Health and Safety Compliance Specialist, full-time (1.0 FTE), 12 month position, Effective: January 9, 2014, Probationary Period: January 9, 2014 through January 8, 2015, Civil Service List #: 66291, Salary: \$45,900.00 per year.
2. Karen Hunter, Position: Computer Applications Specialist, full-time, (1.0 FTE), 12 month position, Effective: January 9, 2014, Probationary Period: January 9, 2014 through January 8, 2015, Civil Service List #: 16926, Salary: \$52,530.00 per year.

**G. Rescind Tenure**, from August 27, 2013 Board of Education minutes, due to an incorrect Tenure Area being stated.

1. Christine McGinnis, Position: Staff Development Coordinator, Tenure Area: STEM Staff Development Coordinator, Effective Date of Tenure: September 1, 2013, Certification Status: Professional, School District Leader, September 1, 2010.

#### **H. Tenure Appointment**

1. Christine McGinnis, Position: Staff Development Coordinator, Tenure Area: Staff Development Coordinator, Effective Date of Tenure: September 1, 2013, Certification Status: Professional, School District Leader, September 1, 2010.

#### **I. Civil Service Permanent Appointments**

1. Mary Gray, Position: Registered Nurse, part-time (.80 FTE), 10 month school calendar position, Competitive Civil Service appointment, Permanent Date: February 13, 2014.
2. Eyleen Oslager, Position: Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service appointment, Permanent Date: February 19, 2014.

#### **J. Appointments**

1. Meachele Manchester, Position: Grant Writing Supervisor, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service exam, Effective: February 17, 2014, Salary: \$68,000.00 per year, prorated.
2. Jeremy Wheeler, Position: STEM Supervisor, full-time (1.0 FTE). 12 month position, Probationary appointment, Effective: February 5, 2014, Tenure Area: STEM Supervisor, Certification: Professional, School District Leader, September 1, 2010, Probationary Period: February 5, 2014 through February 4, 2017, Salary: \$74,892.00 per year, prorated.

#### **K. Temporary Appointments**

1. Charlene Reed, Position: Senior Account Clerk, Temporary, Civil Service reinstatement, Effective: January 2, 2014 through June 30, 2014, Salary: \$20.79 per hour, time-sheet basis.
2. Christine Gill, Position: Teacher, Online Virtual Learning, French, Effective: October 1, 2013 through June 30, 2014, Certification: Permanent, French 7-12, February 1, 2002, Salary: \$350 stipend to attend a one-time training; \$145 per student successfully completing an online course, time-sheet basis.

#### **L. Report of Temporary and Substitute Personnel** as attached.

CARRIED UNANIMOUSLY

### **7. PROGRAMS**

- A. Ms. Erin Boyle introduced Criminal Justice students Ms. Tessia Stanton and Mr. Kevin Furness who gave a presentation regarding the Coopers Education Center Criminal Justice Senior Trip to Washington, DC on March 19-24, 2014.

**14-072**

**FIELD TRIPS**

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

- B. Approval of **field trip** for Bush and Wildwood Education Centers, Culinary Arts program as attached.
- C. Approval of **field trip** for Coopers Education Center, Culinary Arts program as attached.
- D. Approval of **field trip** for Coopers Education Center, Auto Tech program as attached.

**CARRIED UNANIMOUSLY**

**8. BOARD PRESIDENT'S REPORT**

- A. None.

**9. SUPERINTENDENT'S REPORT**

- A. **Board Policy - #9560 as revised – Personnel & Negotiations – “Internet Protection Policy” (first reading)** as attached.
- B. **Board Policy - #9565 – Personnel & Negotiations – “Acceptable Use Policy” (first reading)** as attached.
- C. **Board Policy - #9570 – Personnel & Negotiations – “Mobile Device Management Policy” (first reading)** as attached.
- D. **2013-2014 Revised Regional School Calendar**

**14-073**

Upon the motion of Dickson, seconded by Bulkley, it is resolved to approve the 2013-2014 Revised Regional School Calendar as attached.

**CARRIED UNANIMOUSLY**

**E. GST BOCES Budget for 2014-2015**

Dr. Graefe and Mr. Pierce presented the 2014-2015 GST BOCES Administrative budget.

**F. SED update**

Dr. Graefe shared information regarding the Governor's budget proposal and the Board of Regents' Common Core changes.

**EXECUTIVE SESSION**

**14-074**

Upon the motion of Dickson, seconded by Lemmon, it is resolved to move to executive session at 6:13 p.m. to discuss six employment history matters concerning particular persons and seven litigation matters.

**CARRIED UNANIMOUSLY**

**OPEN SESSION****14-075**

Upon the motion of Dickson, seconded by Lemmon, it is resolved to move to open session at 6:37 p.m.

**CARRIED UNANIMOUSLY**

**10. ADJOURNMENT****14-076**

Upon the motion of Dickson, seconded by Apgar, it is resolved to adjourn the meeting at 6:38 p.m.

**CARRIED UNANIMOUSLY**

**Next Meetings**

Meeting	Date/Time	Location
Regular	03/04/14, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	04/08/14, 5:00 p.m.	Coopers Education Ctr., t/b/d
Annual	04/08/14, 6:30 p.m.	Coopers Education Ctr., Bldg. 7, Cafeteria

Respectfully Submitted,

dlh  
February 5, 2014

Doretta L. Hughson  
Board Clerk