

**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 4, 2014**

**Coopers Education Center, Bldg. 8**

**5:30 p.m.**

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

**ABSENT:** Apgar.

**BOARD VACANCY:** One.

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

\* \* \* \* \*

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

Board President Keddell 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 shared that Board President Donald Keddell has been selected as one of the five local finalists for the 2014 Jefferson Awards for Public Service as sponsored by Chemung Canal Trust Company, Corning Enterprises and WETM on May 14, 2014.
- B. Mr. Weinman shared the results of the SkillsUSA Regional Competition held at Alfred University, Alfred, New York.
- C. Board Member Moss and Board Member Bulkley shared information regarding the Broad Horizons Academy and Elsmere event held on February 28, 2014.
- D. District Superintendent Graefe shared information about a possible addition to the memorial garden and/or scholarship memorial in honor of GST BOCES' past Business Manager, Gayle Pritchard.
- E. Board President Keddell shared his thank you letter sent to Mimi Heher for setting up a scholarship fund to benefit a Career and Technical Education student on a yearly basis.
- F. Mr. Weinman shared information regarding the Extended Day Robotics, VEX and ROV competitions, funded through the Perkins Grant and coordinated through the STEM initiative.

**3. ACCEPTANCE OF THE AGENDA WITH ADDENDA**

**14-077**

Upon the motion of Moss, seconded by Learn, it is resolved to accept the agenda with addenda and personnel correction to Item G.1.

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**14-078**

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 – February 4, 2014.

**B. Treasurer's Reports**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – January 2014.

**C. Internal Claims Auditor's Reports – January 2014 as attached.****CARRIED UNANIMOUSLY****5. FINANCE****14-079**

Upon the recommendation of the Superintendent, and on the motion of Learn, seconded by Lemmon, 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
095-14	323.000	Itinerant-Comprehensive Diagnostic Services	\$ 39,100
096-14	406.693	Equivalent Attendance Education w/ TST BOCES	\$ 1,129
097-14	432.495	Distant Learning w/ WFL BOCES	\$ 2,274

These establishments will be supported as follows:

095-14	323.000	Based on District Participation
096-14	406.693	Elmira: \$9, Spencer-Van Etten: \$1,105 and Watkins Glen: \$15
097-14	432.495	Elmira: \$2,274

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

Item #	CoSer #	Title	Increase	From	To
098-14	203.220	Special Class: S/P Ratio 1:12:1	\$ 120,579	\$ 937,142	\$ 1,057,721
099-14	318.000	Shared Supervision	\$ 26,758	\$ 46,384	\$ 73,142
100-14	419.693	Academic Programs, Special Facilities w/ TST	\$ 270	\$ 540	\$ 810
101-14	427.599	Exploratory Enrichment w/ Broome-Tioga BOCES	\$ 7,373	\$ 7,373	\$ 14,746
102-14	511.000	Printing	\$ 197,118	\$ 613,020	\$ 810,138
103-14	512.000	Computer Service, Instructional	\$ 17,561	\$ 2,360,262	\$ 2,377,823
104-14	513.000	Library Automation	\$ 299	\$ 266,360	\$ 266,659
105-14	527.000	Instructional Materials (Science Resource Center)	\$ 63,160	\$ 586,480	\$ 649,640
106-14	548.596	School Curriculum Imp Plan w/ Albany BOCES	\$ 390	\$ 3,315	\$ 3,705
107-14	559.693	Substance Abuse Info w/ TST BOCES	\$ 850	\$ 28,334	\$ 29,184
108-14	562.493	School Curriculum Imp. Plan. w/ GV BOCES	\$ 2,120	\$ 75	\$ 2,195
109-14	563.597	Printing w/ Madison-Oneida BOCES	\$ 839	\$ 2,717	\$ 3,556
110-14	567.690	School Curriculum Imp. w/ Sullivan BOCES	\$ 32,500	\$ 30,000	\$ 62,500
111-14	605.000	Computer Service: Management	\$ 82,590	\$ 12,500,727	\$ 12,583,317

These increases will be supported as follows:

098-14	203.220	Based on District Participation
099-14	318.000	Alfred-Almond: \$26,758
100-14	419.693	Elmira: \$270
101-14	427.599	Waverly: \$7,373
102-14	511.000	Addison: \$4,943, Alfred-Almond: \$861, Arkport: \$2,308, Avoca: \$1,101, Bath: \$5,842, Bradford: \$1,587, Campbell-Savona: \$4,845, Canaseraga: \$848, Canisteo-Greenwood: \$2,384, Coming: \$62,136, Elmira: \$33,650, Elmira Heights: \$3,671, Hammondsport: \$832, Hornell: \$4,513, Horseheads: \$42,545, Jasper-Troupsburg: \$201, Odessa-Montour: \$2,579, Prattsburgh: \$514, Spencer-Van Etten: \$1,733, Watkins Glen: \$2,853, Waverly: \$5,079 and Misc. Revenue: \$12,093
103-14	512.000	Campbell Savona: \$5,370 and Prattsburgh: \$12,191
104-14	513.000	Arkport: \$299
105-14	527.000	Coming Painted Post: \$12,711, Hornell: \$46,981 and TST BOCES (Candor: \$3,468)
106-14	548.596	Spencer-Van Etten: \$390

107-14	559.693	Addison: \$608 and Avoca: \$242
108-14	562.493	Avoca: \$100, Campbell Savona: \$150, Corning: \$1,440, Jasper-Troupsburg: \$200 and Watkins Glen: \$230
109-14	563.597	Horseheads: \$839
110-14	567.690	Corning: \$32,500
111-14	605.000	Spencer Van Etten: \$12,000 and Misc. Revenue: \$70,590

### 3. Budget Decreases for 2013-14:

Item #	CoSer #	Title	Decrease	From	To
112-14	216.217	Special Class: S/P Ratio 1:6:1 Autism	\$ 110,000	\$ 2,213,553	\$ 2,103,553
113-14	335.698	Itinerant Comp. Diagnostic w/ Putnam BOCES	\$ 7,445	\$ 36,195	\$ 28,750
114-14	506.000	Curriculum Development	\$ 26,758	\$ 856,556	\$ 829,798
115-14	508.000	Library Services/Media	\$ 829	\$ 296,523	\$ 295,694
116-14	537.005	School/Curriculum Improvement Planning	\$ 180,000	\$ 1,713,355	\$ 1,533,355

These decreases will be supported as follows:

112-14	216.217	Based on District Participation
113-14	335.698	Addison: (\$7,445)
114-14	506.000	Canisteo-Greenwood: (\$26,758)
115-14	508.000	Campbell-Savona: (\$829)
116-14	537.005	Corning Painted Post: (\$180,000)

### 4. Transfers within programs for 2013-14:

#### a. Transfers in excess of \$10,000.

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
512	Computer Services, Instructional	A512-6360-204-0-18 Small Equipment		\$93,652.96
		A512-6360-204-0-01 Small Equipment		\$56,982.00
		A512-6360-200-0-18 Equipment	\$93,652.96	
		A512-6360-200-0-01 Equipment	\$56,982.00	
		<b>TOTAL</b>	<b>\$150,634.96</b>	<b>\$150,634.96</b>
			6	6
537	School/Curriculum Improvement Planning (SIP)	A537-6211-440-1-00 Consultant		\$36,735.00
		A537-6211-200-1-00 Equipment	\$3,799.00	
		A537-6211-204-1-00 Small Equipment	\$661.00	
		A537-6211-206-1-00 Vehicle Purchase	\$18,263.00	
		A537-6211-400-1-00 Contract & Other	\$1,842.00	
		A537-6211-404-1-00 Printing Expenses	\$1,920.00	
		A537-6211-445-1-00 Workshop/Meeting Exp	\$1,350.00	
		A537-6211-300-1-00 Supplies & Materials	\$,8900.00	
		<b>TOTAL</b>	<b>\$36,735.00</b>	<b>\$36,735.00</b>

## B. Federal Fund Establishment and Adjustment.

### 1. Budget Establishment for 2013-2014

- Extended School Year with Cattaraugus-Allegany BOCES budget is established in the amount of \$16,148 for the period of July 1, 2013 through June 30, 2014. Revenues for this budget come from Canisteo-Greenwood Central School District.

### 2. Budget Increase for 2013-2014

- Comprehensive Health and Wellness budget is increased by \$2,125.00 from \$11,544.82 to \$13,669.82. This is due to additional revenues from Project SAVE Certifications.

## C. Purchasing.

- 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. Chemung County Chamber of Commerce dues in the amount of \$601.00 for the 2014 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.  
CARRIED UNANIMOUSLY

**6. PERSONNEL**

**14-080**

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

**A. Retirements**

1. Roxanne Ragan, Position: Personnel Clerk, Effective: end of day July 9, 2014, Date of Hire: August 14, 1986.
2. Claude Gary Fanton, Position: Building Maintenance Mechanic, Effective: end of day June 27, 2014, Date of Hire: August 6, 1987.

**B. Resignations**

1. Alonzo Toby, Position: Cleaner, Effective: end of day March 2, 2014, Date of Hire: October 29, 2012.
2. Theresa Pollack, Position: Career Program Specialist, Effective: end of day June 30, 2014, Date of Hire: September 5, 2006.

**C. Elimination of Position**

1. Job Coach, one (1) full-time (1.0 FTE), 10 month position, effective February 8, 2014.

**D. Creation of Positions**

1. School Counselor, one (1) full-time (1.0 FTE), 10 month, school calendar position, effective April 7, 2014.
2. Teacher Aide, part-time (.5 FTE), 10 month, school calendar position, effective February 3, 2014.

**E. Discontinuation of Employment**

1. Richard Loucks, Position: Teaching Assistant, Intro to Career Majors, B and E, Effective: April 3, 2014, Date of Hire: September 4, 2012, Reason: misconduct.

**F. Civil Service Permanent Appointments**, due to successful completion of probationary appointment

1. Ronald Tryon, Position: Accountant (School), Effective: March 5, 2014.
2. Shane Swimley, Position: Microcomputer Repair Technician, Effective: March 27, 2014.

**G. Appointments**

1. Tina Broderick, Position: School Counselor, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: April 7, 2014, Tenure Area: School Counselor, Certification: K-12 School Counseling, permanent, Probationary Period: April 7, 2014 through April 6, 2016 (previously tenured), Salary: \$57,203.00 per year (step 10 + 60 Credit Hours + Degree Stipend + Permanent Certificate Stipend).
2. Susan C. Wells, Position: Teacher Aide, part-time (.5 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 3, 2014, Probationary Period: February 3, 2014 through April 13, 2015, Salary: \$8.82 per hour (3 hours per day).
3. Alonzo Toby, Position: Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Continuous Recruitment List, Effective: March 3, 2014, Probationary Period: March 3, 2014 through March 2, 2015, Salary: \$33,500 per year, prorated.
4. Jessica Dailey, Position: Central Business Office Controller, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service School Business Executive List #69578, Effective: April 1, 2014, Probationary Period: April 1, 2014 through March 31, 2015, Salary: \$97,000.00 per year, prorated.

**H. Temporary Appointment**

1. Susan Hamilton, Position: Teacher Aide, part-time (.5 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Effective: February 25, 2014 through June 25, 2014, Salary: \$8.82 per hour.

**I. Mentoring Stipend**, Stipend \$825 per year, September 6, 2013 through June 27, 2014:

1. Jan Aiello mentoring Rachel Beyer.

**J. Report of Temporary and Substitute Personnel as attached**CARRIED UNANIMOUSLY**K. District Superintendent's Employment Contract****14-081**

Upon the motion of Dickson, seconded by Bulkley, it is resolved that this Board does and hereby approves the third amendment of the employment contract of the District Superintendent, Horst G. Graefe, Ed.D., of GST BOCES dated July 1, 2011 through June 30, 2014; and further, authorizes the President of the Board of Education to sign said amendment of the employment contract on behalf of the Board of Education with an effective date of January 1, 2014.

Voting: Aye: Bulkley, Dickson, Everett, Keddell, Learn, Lemmon, Moss,  
Peoples, Scott.  
Nay: None.  
Abstain: None.

Absent: Apgar.

Vacancy: One.

CARRIED UNANIMOUSLY

**L. Reorganizational Appointment**

**1. Designated Educational Official under SAVE.**

**14-082**

Moved by Learn, seconded by Scott, it is hereby resolved that Jackie Spencer is appointed to the position of Designated Educational Official under Save for the remainder of the fiscal year 2013-2014.

CARRIED UNANIMOUSLY

**7. PROGRAMS**

A. Adult Education update was moved to a future Board meeting.

B. Mr. Manning gave a presentation on the Southern Tier Network.

**14-083**

**FIELD TRIPS**

Upon the motion of Scott, seconded by Bulkley, it is resolved to approve the following field trips with the addition of Criminal Justice program to 7.H. New Vision field trip:

C. Approval of field trip for Wildwood Education Center, Skills USA program as attached.

D. Approval of field trip for Coopers Education Center, Criminal Justice program as attached.

E. Approval of field trip for Coopers Education Center, New Vision Medical program as attached.

F. Approval of field trip for Wildwood Education Center, Heavy Equipment program as attached.

G. Approval of field trip for Bush Education Center, Nurse Assisting program as attached.

H. Approval of field trip for Bush Education Center, New Visions and Criminal Justice programs as attached.

I. Approval of field trip for Wildwood Education Center, Alternative Education program as attached.

J. Approval of field trip for Bush Education Center, Welding program as attached.

K. Approval of field trip for Wildwood Education Center, Health Occupations program as attached.

CARRIED UNANIMOUSLY

## **8. BOARD PRESIDENT'S REPORT**

- A. None.

## **9. SUPERINTENDENT'S REPORT**

### **Board Policies**

**14-084**

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

- A. **Board Policy - #9560** – Personnel & Negotiations – “Internet Protection Policy” as attached.
- B. **Board Policy - #9565** – Personnel & Negotiations – “Acceptable Use Policy” as attached.
- C. **Board Policy - #9570** – Personnel & Negotiations – “Mobile Device Management Policy” as attached.

**CARRIED UNANIMOUSLY**

- D. **Approval of the attached 2014-2015 Proposed Regional School Calendar.**

**14-085**

Upon the motion of Scott, seconded by Dickson, it is resolved to approve the 2014-2015 GST BOCES Regional School Calendar as attached.

**CARRIED UNANIMOUSLY**

- E. District Superintendent Graefe shared information regarding the GST BOCES budget for 2014-2015.
- F. District Superintendent Graefe shared information from Commissioner King and Deputy Commissioner Slentz of SED.

## **EXECUTIVE SESSION**

**14-086**

Upon the motion of Dickson, seconded by Everett, it is resolved to move to executive session at 6:46 p.m. to discuss six employment history matters concerning particular persons and six litigation matters.

**CARRIED UNANIMOUSLY**

## **OPEN SESSION**

**14-087**

Upon the motion of Dickson, seconded by Bulkley, it is resolved to move to open session at 7:04 p.m.

**CARRIED UNANIMOUSLY**

## **6. PERSONNEL - continued**

**14-088**

### **M. Stipend**

Upon the motion of Scott, seconded by Learn, it is resolved that the Board provide an

\$8,000 stipend, prorated, effective January 1, 2014, for Steve Manning, Manager, Computer Services Center, due to the additional duties in connection with the Southern Tier Network.

CARRIED UNANIMOUSLY

#### **10. ADJOURNMENT**

**14-089**

Upon the motion of Learn, seconded by Bulkley, it is resolved to adjourn the meeting at 7:05 p.m.

CARRIED UNANIMOUSLY

#### **Next Meetings**

Meeting	Date/Time	Location
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
Regular	05/06/14, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room

Respectfully Submitted,

dlh  
March 5, 2014

Doretta L. Hughson  
Board Clerk