

**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

AMENDED MINUTES – see 6-B-5

<b>Regular Board Meeting</b> <b>Coopers Education Center, Bldg. 8</b>	<b>April 9, 2013</b> <b>5:00 p.m.</b>
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**PRESENT:** Apgar, Bulkley, Dickson, Everett, Keddell, Learn, Moss, Peoples (A: 5:21 p.m.) and Scott.

**ABSENT:** Gorman, McConnell and Board Clerk Hughson.

**ALSO PRESENT:** District Superintendent Graefe; Cabinet Members: Drake (A: 5:12 p.m.), Johnson, Munson, Pierce and Weinman; Board Deputy Clerk Hazzard.

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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 5:02 p.m.

**2. PRIVILEGE OF THE FLOOR**

- A. Board members Apgar, Bulkley, Learn and Moss spoke about their recent tours of various BOCES' programs.

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

**13-091**

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

CARRIED UNANIMOUSLY

**13-092**

- B. Upon the motion of Apgar, seconded by Keddell, it is resolved to accept the Addenda (Items 5-B-2 & 6-B-5) to the Agenda.

CARRIED UNANIMOUSLY

**4. CONSENSUS ITEMS**

**13-093**

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

A. Approval of Minutes

1. Regular Board Meeting – March 5, 2013

B. Treasurer's Reports – January 2013

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES: revised December 2012
2. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES: revised January 2013
3. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES: February 2013

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

CARRIED UNANIMOUSLY

**5. FINANCE**

**13-094**

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
161-13	405.599	Equivalent Attendance w/ Broome-Tioga BOCES	\$ 75
162-13	427.599	Exploratory Enrichment w/ Broome-Tioga BOCES	\$ 15,746
163-13	542.599	Instructional Materials w/ Broome BOCES	\$ 160

These establishments will be supported as follows:

161-13	405.599	Waverly: \$75
162-13	427.599	Spencer-Van Etten: \$7,873 and Waverly: \$7,873
163-13	542.599	Waverly: \$160

**2. Budget Increases for 2012-13:**

Item #	CoSer #	Title	Increase	From	To
164-13	302.494	Itinerant Handicapped: Other w/ Mon #1 BOCES	\$ 455	\$ 8,649	\$ 9,104
165-13	342.494	Itinerant Physical Therapy w/ Monroe #1 BOCES	\$ 4,130	\$ 310	\$ 4,440
166-13	401.000	Arts in Education	\$ 4,464	\$ 380,333	\$ 384,797
167-13	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 594	\$ 1,374	\$ 1,968
168-13	419.693	Academic Programs w/ TST BOCES	\$ 180	\$ 1,260	\$ 1,440
169-13	520.000	Comprehensive Support Services	\$ 6,610	\$ 63,120	\$ 69,730
170-13	522.000	Equipment Repair	\$ 1,000	\$ 331,479	\$ 332,479
171-13	527.000	Instructional Materials (Science Resource Center)	\$ 4,375	\$ 518,418	\$ 522,793
172-13	537.000	School/Curriculum Improvement Planning	\$ 4,938	\$ 1,392,621	\$ 1,397,559
173-13	562.493	School Imp. Planning w/ Genesee Valley BOCES	\$ 390	\$ 525	\$ 915
174-13	605.000	Computer Service: Management	\$ 292,939	\$12,120,887	\$12,413,826
175-13	609.000	Safety/Risk Management	\$ 1,080	\$ 611,206	\$ 612,286
176-13	617.000	Food Service Management: Central	\$ 16,000	\$ 1,602,962	\$ 1,618,962

These increases will be supported as follows:

164-13	302.494	Canisteo-Greenwood: \$417 and Corning-Painted Post: \$38
165-13	342.494	Avoca: \$4,130
166-13	401.000	Avoca: \$2,000 and Canisteo-Greenwood: \$2,464
167-13	416.494	Waverly: \$594
168-13	419.693	Spencer-Van Etten: \$180
169-13	520.000	Based on District Participation
170-13	522.000	Campbell-Savona: \$1,000
171-13	527.000	Elmira Heights: \$3,000 and Miscellaneous Revenue: \$1,375
172-13	537.000	Genesee Valley BOCES (Keshequa: \$4,938)
173-13	562.493	Avoca: \$130, Campbell-Savona: \$130 and Jasper-Troupsburg: \$130
174-13	605.000	Corning-Painted Post: \$252,996 and Horseheads: \$39,943
175-13	609.000	Elmira: \$310, Horseheads: \$300, Cayuga-Onondaga BOCES: \$160 and Miscellaneous Revenue: \$310
176-13	617.000	Hammondsport: \$16,000

**3. Budget Decrease for 2012-13:**

Item #	CoSer #	Title	Decrease	From	To
177-13	303.000	Itinerant- Art	\$ 10,685	\$ 97,850	\$ 87,165
178-13	313.000	Itinerant-Interpreter for the Deaf	\$ 70,000	\$ 496,280	\$ 426,280
179-13	603.599	Transportation w/ Broome-Tioga BOCES	\$ 22,594	\$ 22,594	\$ 0

This decrease will be supported as follows:

177-13	303.000	Based on District Participation
178-13	313.000	Based on District Participation
179-13	603.599	Elmira: (\$22,594)

**B. Purchasing.**

1. Request permission to bid the following items as per attached resolution:
  - A. Grocery, paper, equipment, milk, ice cream, bread and chemical products for 2013-2014 for various component and non-component districts in the Food Service Management Program and BOCES programs.
2. Award of bid for the purchase of Printing Supplies and Paper for GST BOCES Print Shop based on low bid per line item, as attached.

Bids were opened April 4, 2013 at 2:30 p.m. and the following bids were received:

a. Paper for Print Shop

1. Contract Paper, Uniontown, Ohio 44685.
2. Xpedx, Rochester, NY 14615.

b. Supplies for Print Shop:

1. Upstate Graphics, Fairport, NY 14450.
2. Xpedx, Rochester, NY 14615.
3. Southwest Plastics, Maryland Heights, MO 63043-2509.

**C. 2012-13 Internal Audit Report.**

1. Acceptance of 2012-13 Internal Audit Risk Assessment Report, as attached, and approval of the selection of Payroll as the focus area for the 2012-13 Internal Audit.

**D. Authorization to Pay the Following Membership Dues.**

1. National School Boards Association dues in the amount of \$2,700 for 2013-14 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

CARRIED UNANIMOUSLY

**6. PERSONNEL**

**13-095**

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

**A. Retirements**

1. Karen Eldridge, Position: Clerk, Effective: June 30, 2013, Date of Hire: October 17, 1977.
2. Mary Ann Fretz, Position: Teaching Assistant, Effective: June 30, 2013, Date of

Hire: October 1, 1990.

3. Leon Wilson, Position: Building Maintenance Mechanic, Effective: June 29, 2013, Date of Hire: September 5, 1995.
4. Annette Coupe, Position: Teaching Assistant, Effective: June 29, 2013, Date of Hire: September 12, 1977.

#### **B. Resignations**

1. Mary Jo Manning, Position: Teacher, CISCO Networking Academy, Effective: June 30, 2013, Date of Hire: September 8, 2009.
2. MaryEileen Morrow, Position: Senior Account Clerk, Effective: end of day March 22, 2013, Date of Hire: July 23, 2012.
3. Suzanne Scott, Position: Teacher Aide, Effective: end of day April 5, 2013, Date of Hire: April 3, 2007.
4. Thomas Mancuso, Position: Teacher Aide, Effective: end of day April 19, 2013, Date of Hire: February 12, 2007.
5. Scott Miller, Position: School Social Worker, Effective: end of day April 8, 2013, Date of Hire: September 5, 2000.

#### **C. Rescind Appointment**, from the March 5, 2013 BOE, due to lack of Civil Service information explaining reason for Provisional appointment

1. Ronald Tryon, Position: Accountant (School), full-time (1.0 FTE), 12 month position, Provisional, Civil Service competitive appointment, Effective: February 19, 2013, Salary: \$45,000.00 per year, prorated.

#### **D. Appointments**

1. Ronald Tryon, Position: Accountant (School), full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service Exam, Effective: February 19, 2013, Salary: \$45,000.00 per year, prorated.
2. Stacy McCauley, Position: Education Grant Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service exam, Effective: April 15, 2013, Salary: \$44,500.00 per year, prorated.
3. Catherine Ruocco, Position: Senior Printing Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service exam, Effective: March 25, 2013, Salary: \$15.95 per hour (grade 11, step 4).

#### **E. Temporary Appointments**

1. Elizabeth Clauss, Position: School Social Worker, part-time (.5 FTE), 10 month, school calendar, Temporary appointment, Effective: March 18, 2013 through June 21, 2013, Certification: Permanent, School Social Worker, September 1, 2003, Salary: \$57,688.00 (step 10 + 60 Credit Hours + Degree Stipend + Certificate Stipend + Special Education Stipend).
2. Kara Deats, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar, Temporary appointment, Effective: March 19, 2013 through June 21, 2013, Certification: Professional, Physical Education, February 1, 2008, Salary:

\$32,294.00 (step 1 + 143.5 Credit Hours + Certificate Stipend).

**F. Annual Appointment**

1. Skills USA Advisors, Stipend of \$1,237, prorated, effective March 22, 2013 through June 21, 2013
  - A. Coopers Education Center
    1. Burton Beebe

**G. Report of Temporary and Substitute Personnel**, as attached.

CARRIED UNANIMOUSLY

**7. PROGRAMS**

**A. None.**

**8. BOARD PRESIDENT'S REPORT**

**A. None.**

**9. SUPERINTENDENT'S REPORT**

Upon the motion of Learn, seconded by Bulkley, it is resolved to approve the following Board Policies: 13-093

- A. Board Policy - #9810 – Personnel & Negotiations – “Retirement Benefits for Non-Unit Employees” (waiving the first reading) – as attached.
- B. Board Policy - #9210 – Personnel & Negotiations – “Insurance for Non-Unit Employees” (waiving the first reading) as attached.

The following Board Policies will be included on the May 14, 2013 Agenda as 2<sup>nd</sup> Readings:

- C. Board Policy - #5480 – Student Policies– “Procedures for Use of a Time Out Area”.
- D. Board Policy - #9310 – Personnel & Negotiations – “Attendance of Non-Unit Employees”.
- E. Board Policy - #9120 – Personnel & Negotiations – “Laid Off Employee Compensation Policy”.

**F. SED/DS update.**

- Dr. Graefe gave an update on Board Clerk Hughson and the heart surgery she had on March 28, 2013.
- April 15, 2013 Regional Rally was cancelled.
- Dr. Graefe invited the Board to an April 15, 2013, 6:00 p.m. “Meet and Greet” with the team from the Council on Occupational Education that is reviewing our Adult Education program.

- Dr. Graefe spoke about the administrative budget.

G. Approval of the attached 2013-2014 Proposed Regional School Calendar.

Upon the motion of Dickson, seconded by Scott, it is resolved to approve the 2013-2014 Proposed Regional School Calendar, as attached. **13-098**

CARRIED UNANIMOUSLY

### **EXECUTIVE SESSION**

Upon the motion of Moss, seconded by Learn, it is resolved to move to executive session at 5:26 p.m. to discuss two employment matters concerning particular persons, three negotiation issues and five legal matters. **13-099**

CARRIED UNANIMOUSLY

### **OPEN SESSION**

Upon the motion of Apgar, seconded by Bulkley, it is resolved to move to open session at 5:50 p.m. **13-100**

CARRIED UNANIMOUSLY

### **10. ADJOURNMENT**

Upon the motion of Scott, seconded by Apgar, it is resolved to adjourn the meeting at 5:51 p.m. **13-101**

CARRIED UNANIMOUSLY

### **Next Meetings**

Meeting	Date/Time	Location
Special	04/23/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	05/14/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	06/04/13, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

tmh  
December 13, 2013

Tina Hazzard  
Board Deputy Clerk