

**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**

**May 6, 2014**

**Campbell-Savona CSD, High School, Room 1058**

**5:30 p.m.**

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

**ABSENT:** Scott.

**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: Driscoll (D: 6:19 p.m.), Dropp (D: 6:00 p.m.) and Harrington (D: 6:19 p.m.); Students: Caroline Morrissey, Tameka Hansen and Coleby Charlier; and Guests: Lynda Quick, District Superintendent Cattaraugus-Allegany BOCES; Dr. Kimberly Jones (D: 6:00 p.m.) and Robert Wheeler.

\* \* \* \* \*

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

Board President Keddell called the meeting to order and led the Pledge of Allegiance at 5:31 p.m.

**2. PRIVILEGE OF THE FLOOR**

Board President Keddell welcomed Robert Wheeler as a new GST BOCES Board Member beginning July 1, 2014.

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

**14-103**

Upon the motion of Apgar, seconded by Learn, it is resolved to accept the agenda.

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**14-104**

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 – April 8, 2014.
2. Annual Budget Meeting – April 8, 2014.

**B. Treasurer's Reports**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – March 2014.
2. Student Activities – Bush Education Center – 1/01/14-3/31/14.

3. Student Activities – Coopers Education Center – 1/01/14-3/31/14.
4. Student Activities – Wildwood Education Center – 1/01/14-3/31/14.

C. Internal Claims Auditor's Reports – March 2014 as attached.

CARRIED UNANIMOUSLY

## 5. FINANCE

14-105

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

### A. General Fund Establishments and Adjustments.

#### 1. Budget Increases for 2013-14:

Item #	CoSer #	Title	Increase	From	To
151-14	401.001	Arts in Education	\$ 152	\$ 374,338	\$ 374,490
152-14	403.001	Alternative Education Program	\$ 1,750	\$ 40,593	\$ 42,343
153-14	419.693	Academic Programs, Special Fac w/ TST BOCES	\$ 810	\$ 1,080	\$ 1,890
154-14	511.000	Printing	\$ 25,950	\$ 810,138	\$ 836,088
155-14	512.000	Computer Service, Instructional	\$ 1,836	\$ 2,377,823	\$ 2,379,659
156-14	527.000	Instructional Materials Science Resource Center	\$ 40,107	\$ 649,640	\$ 689,747
157-14	536.001	Model Schools	\$ 2,500	\$ 102,157	\$ 104,657
158-14	537.000	School/Curriculum Improvement Planning	\$ 11,065	\$ 1,532,432	\$ 1,543,497
159-14	605.000	Computer Service: Management	\$ 1,272	\$ 12,694,918	\$ 12,696,190

These increases will be supported as follows:

151-14	401.001	Campbell-Savona: \$152
152-14	403.001	Addison: \$500, DCMO BOCES (Norwich: \$1,000) and Misc. Revenue: \$250
153-14	419.693	Bath: \$450 and Watkins Glen: \$360
154-14	511.000	Addison: \$500, Alfred-Almond: \$200, Arkport: \$225, Avoca: \$300, Bath: \$1,000, Bradford: \$275, Campbell-Savona: \$450, Canaseraga: \$125, Canisteo-Greenwood: \$275, Corning-Painted Post: \$7,300, Elmira: \$4,700, Elmira Heights: \$525, Hammondsport: \$325, Hornell: \$475, Horseheads: \$6,825, Jasper-Troupsburg: \$75, Odessa-Montour: \$400, Prattsburgh: \$125, Spencer-Van Etten: \$550, Watkins Glen: \$550 and Waverly: \$750
155-14	512.000	Elmira: (\$2,500), Horseheads: \$930 and Spencer Van Etten: \$3,406
156-14	527.000	Hammondsport: \$40,107
157-14	536.001	Elmira: \$2,500
158-14	537.000	Addison: \$1,170, Alfred-Almond: \$195, Arkport: \$585, Avoca: \$585, Bath: \$585, Bradford: \$535, Campbell Savona: \$585, Canaseraga: \$585, Elmira Heights \$780, Hornell: \$585, Horseheads: \$2,145, Hammondsport: \$585, Jasper-Troupsburg: \$585, Spencer Van Etten: \$585, Broome BOCES (Johnson City: \$390) and TST BOCES (Dryden: \$390 and Groton: \$195)
159-14	605.000	Canisteo-Greenwood: \$1,272

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

Item #	CoSer #	Title	Decrease	From	To
160-14	426.001	Exploratory Enrichment	\$ 152	\$ 136,286	\$ 136,134
161-14	506.000	Curriculum Development	\$ 340	\$ 833,079	\$ 832,739
162-14	617.000	Food Service Management	\$ 3,200	\$ 1,833,348	\$ 1,830,148

These decreases will be supported as follows:

160-14	426.001	Campbell Savona: (\$152)
161-14	506.000	Bradford: (\$340)
162-14	617.000	Canisteo-Greenwood: (\$3,200)

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

- a. Report of all fund transfers for the period 01/01/14-03/31/14 as attached.
- b. Transfers in excess of \$10,000.

COSER NO.	PROGRAM	BUDGET CODE	TRANSFER IN	TRANSFER OUT
209	Special Class: S/P Ratio 1:8:1	A209-4235-816-0-00 Health Insurance		\$13,081

		A209-4235-812-0-00 Comp Insurance	\$13,081	
		<b>TOTAL</b>	<b>\$13,081</b>	<b>\$13,081</b>
430	Distance Learning	A430-5877-400-1-01 Contract & Other		\$14,396
		A430-5877-210-1-01 Large Equipment	\$14,396	
		<b>TOTAL</b>	<b>\$14,396</b>	<b>\$14,396</b>
525	Staff Dev: Cert & Administrative	A525-6261-150-4-00 Certified Salaries		\$33,523
		A525-6261-300-4-00 Supplies & Materials	\$15,000	
		A525-6261-206-4-00 Vehicle Purchase	\$14,567	
		A525-6261-200-4-00 Equipment	\$2,178	
		A525-6261-400-4-00 Contract & Other	\$1,778	
		<b>TOTAL</b>	<b>\$33,523</b>	<b>\$33,523</b>
702	Special Education Supervision	A702-4010-400-0-00 Contract & Other		\$16,667
		A702-4010-200-1-00 Equipment	\$11,667	
		A702-4010-204-1-00 Small Equipment	\$5,000	
		<b>TOTAL</b>	<b>\$16,667</b>	<b>\$16,667</b>

## **B. Federal Fund Establishments and Adjustments.**

### **1. Budget increases for 2013-14 for GST BOCES:**

- a. Title 1, Part D, Neglected & Delinquent grant is increased in the amount of \$1,023 for the period September 1, 2013 through August 31, 2014 due to final allocation adjustment.

### **2. Budget decreases for 2013-14 for GST BOCES:**

- a. Employment Preparation Education grant is decreased in the amount of \$162,060 for the period July 1, 2013 through June 30, 2014 due to reduction in contact hour projection and reallocation of funds.

## **C. Purchasing.**

1. Approval of Resolution, as attached, to participate in cooperative bidding conducted by the Onondaga-Cortland-Madison BOCES for Optimal Mark Reading (OMR) Forms for 3-8 testing.
2. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES with SMART Technologies for software/learning packages and licensing.
3. Approval of Resolution, as attached, to participate in state-wide contracts for software/learning packages and licensing agreements managed by Erie 1 BOCES.
4. Award of bid for the purchase of window and door solar film for all three Campuses to Armoured One LLC, 7857 West Dead Creek Road, Baldwinsville, NY 13027.

The only bid was opened May 5, 2014:  
Armoured One LLC

\$68,945.00/installed price  
\$22.00/square foot  
\$37.50/hourly rate

5. Award of base bids and alternates for the 2014 Capital Construction Project based on lowest bids to:

Providence Electric, Inc. for electrical work for \$180,000.00 base bid plus \$9,600.00 for Alternate 3.

Kimble Inc. for HVAC work for \$124,300.00 base bid.

Keuka Construction for general construction work for \$784,400.00 base bid plus \$4,200.00 for Alternate 4 and \$6,200 for Alternate 5.

Kimble Inc. for plumbing for \$81,320.00 base bid.

Bids were opened April 23, 2014 at 2:00 p.m. and the following bids were received:

a. Electrical Work:

1. Providence Electric, LLC, 736 Baldwin St., Suite B, Elmira, NY.  
Bid amount \$180,000.00.  
Alternate 3, \$9,600.00.
2. Micknich Electrical Systems, Inc., 940 Chemung Street, Horseheads, NY.  
Bid amount \$191,787.00.  
Alternate 3, \$16,251.00.

b. HVAC Work:

1. Kimble, Inc., 1004 Sullivan Street, Elmira, NY.  
Bid amount \$124,300.00.

c. General Construction Work:

1. Keuka Construction, 196 W. Sixth St., Corning, NY.  
Bid amount \$784,400.00.  
Alternate 2, \$24,600.00.  
Alternate 4, \$4,200.00.  
Alternate 5, \$6,200.00.
2. Edger Enterprises, Inc., 330 East 14<sup>th</sup> Street, Elmira Heights, NY.  
Bid amount \$795,000.00.  
Alternate 2, \$14,000.00.  
Alternate 4, \$4,600.00.  
Alternate 5, \$6,600.00.
3. Elmira Structures, Inc., 66 Philo Road W., Elmira, NY.  
Bid amount \$803,000.00.  
Alternate 2, \$13,500.00.  
Alternate 4, \$4,200.00.  
Alternate 5, \$6,000.00.
4. Architectural Concrete Plus, 69 Hollister St., Dundee, NY.  
Bid amount \$929,000.00.  
Alternate 2, \$19,850.00.

Alternate 4, \$4,850.00.

Alternate 5, \$6,850.00

d. Plumbing Work:

1. Kimble, Inc., 1004 Sullivan Street, Elmira, NY.

Bid amount \$81,320.00.

2. Ackerman Plumbing, Inc., 678 Sheridan Drive, Tonawanda, NY

Bid amount \$123,869.00.

**D. Adoption of 2014-2015 Budget.**

1. Adoption of the 2014-2015 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES budget in the total amount of \$86,732,450 comprised of the General Fund in the amount of \$85,332,450 and the Capital budget in the amount of \$1,400,000.

**E. Lease Approvals.**

1. Approval of leases, as attached, with the following school districts for classroom space effective September 1, 2014 through August 31, 2019:

Bath Central School District

Campbell-Savona Central School District

Corning City School District

Elmira City School District

Elmira Heights Central School District

Hornell City School District

Horseheads Central School District

CARRIED UNANIMOUSLY

**6. PERSONNEL**

**14-106**

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

**A. Retirements**

1. Horst Graefe, Position: District Superintendent/CEO, Effective: end of day July 1, 2014, Date of Hire: July 1, 1994.
2. Tina Keefe, Position: Teacher, Speech and Hearing Handicapped, Effective: end of day June 27, 2014, Date of Hire: September 1, 1980.
3. Richard Preston, Position: Media Services Coordinator, Effective: end of day July 31, 2014, Date of Hire: September 6, 1984.

**B. Resignations**

1. Bridgett Freeloove, Position: Payroll Specialist, Effective: end of day May 9, 2014, Date of Hire: November 16, 2009.
2. Theresa Bracken, Position: Teacher, Practical Nursing, Effective: end of day June 27, 2014, Date of Hire: September 4, 2007.

**C. Decrease to Position**

1. Teacher Aide, one (1) 10 month, school calendar position, decreased from full-time (1.0 FTE) to part-time (.6 FTE), effective April 7, 2014.

**D. Decrease in Assignment**

1. Barbara Hibbard, Position: Teacher Aide, 10 month, school calendar position, Effective: April 7, 2014, Time Worked: decreased from 1.0 FTE to .6 FTE (6 hours/day, 3 days/week), Probationary Period: previously fulfilled, Salary: \$11.65 per hour.

**E. Change from Temporary Appointments to Probationary Appointments**

1. Stacy Falkowski, Position: Teacher, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: September 1, 2014, Tenure Area: Education of Children with Handicapping Conditions – General Special Education, Certification: Conditional Initial, Students with Disabilities – Grades 7-12, Generalist, September 1, 2014 through August 31, 2016, Probationary Period: September 1, 2014 through August 31, 2017, Salary: \$45,511.00 per year (step 2 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend).
2. Angela Rogers, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Civil Service Competitive, Probationary appointment, Civil Service List # 61806, Effective: April 7, 2014, Probationary Period: April 7, 2014 through April 6, 2015, Salary: \$14.97 per hour (step 1, grade 9).

**F. Elimination of Position**

1. Account Clerk Typist, one (1) full-time (1.0 FTE), 12 month position, effective May 1, 2014.

**G. Reclassification of Civil Service Positions**

1. Account Clerk, one (1) full-time (1.0 FTE), 12 month position, reclassified to Senior Account Clerk, full-time (1.0 FTE), 12 month position, effective April 2, 2014.
2. Senior Account Clerk, one (1) full-time (1.0 FTE), 12 month position, reclassified to Principal Account Clerk, full-time (1.0 FTE), 12 month position, effective May 1, 2014.
3. Transcribing Typist, one (1) full-time (1.0 FTE), 12 month position, reclassified to Account Clerk Typist, full-time (1.0 FTE), 12 month position, effective May 1, 2014.

**H. Increase in Salary**

1. Kari Crouse, Cook Manager, full-time (1.0FTE), 12 month position, Competitive Civil Service, Permanent appointment, increase in salary from \$54,080.00 per year to \$54,955.00 per year, effective November 18, 2013.

**I. Tenure Appointment**, due to successful completion of Probationary Period

1. Kathryn Cornell, Position: Curriculum Mentor, Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data, Tenure Date: June 1, 2014, Certification Status: Professional, Literacy (Birth – Grade 6), September 1, 2010.

**J. Civil Service Permanent Appointment**, due to successful completion of Probationary Period

1. Dena Zoerman, Position: Account Clerk Typist, Permanent Date: May 8, 2014.

**K. Appointments**

1. Pamela Stevens, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month, Civil Service Promotional, Probationary appointment, Civil Service List # 73453, Effective: April 2, 2014, Probationary Period: April 2, 2014 through June 25, 2014, Salary: \$19.01 per hour (step 9, grade 9).
2. Karen Horvat, Position: Principal Account Clerk, full-time (1.0 FTE), 12 month, Civil Service Promotional, Probationary appointment, Civil Service List # 73456, Effective: May 1, 2014, Probationary Period: May 1, 2014 through July 24, 2014, Salary: \$24.26 per hour (step 11, grade 13).

**L. Mentoring Stipend**, Stipend \$825 per year, prorated

1. Jeanne Randall mentoring Kassandra Kimball, effective March 17, 2014 through June 25, 2014

**M. Report of Temporary and Substitute Personnel** as attached.

CARRIED UNANIMOUSLY

**7. PROGRAMS****A. New Visions Medical Class**

Ms. Dropp and Caroline Morrissey, Tameka Hansen and Coleby Charlier of the New Visions Medical classes from Coopers and Wildwood Education Centers gave a powerpoint presentation regarding their trip on March 7-9, 2014 to New York City where they visited the Burn Unit of the Presbyterian Hospital, the 9/11 Memorial and the Body Worlds Exhibit. They thanked the Board for giving them the opportunity to take this field trip.

**B. Adult Education**

Mr. Driscoll and Ms. Harrington shared information on the Accreditation Council process for eight Adult Education courses. The review process involves the entire GST BOCES. Accreditation allows adult education students access to Federal Financial Aid for various programs.

**C. Preliminary opt out data for ELA 3-8.**

Ms. Spencer shared preliminary opt out data for ELA 3-8 testing. The numbers for opting out for Math 3-8 testing are higher. Districts must meet the 95% participation rate for all of these tests.

**Field Trips****14-107**

- D. Upon the motion of Bulkley, seconded by Apgar, it is resolved to approve the field trip for Wildwood and Bush Education Centers, Skills USA program as attached.  
**CARRIED UNANIMOUSLY**

**14-108**

- E. Upon the motion of Learn, seconded by Apgar, it is resolved to approve the field trip for Bush Education Center, New Visions Health program as attached.  
**CARRIED UNANIMOUSLY**

**8. BOARD PRESIDENT'S REPORT****Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Annual meeting and the Date for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Board Election and Vote on the 2015-2016 Administrative Budget.**

- A. Board President Keddell designated Tuesday, April 7, 2015, as the date of the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Annual meeting and Wednesday, April 22, 2015, as the date for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Board election and vote on the 2015-2016 Administrative budget.

**Proposed Schuyler-Steuben-Chemung-Tioga-Allegany BOCES' Board meeting schedule for 2014-2015.****14-109**

- B. Upon the motion of Bulkley, seconded by Everett, it is resolved to approve the proposed Schuyler-Steuben-Chemung-Tioga-Allegany BOCES' Board meeting schedule for 2014-2015 as attached.

**CARRIED UNANIMOUSLY****C. Master Teacher Expertise.**

Ms. Spencer shared information about the Master Teacher Program through the SUNY education system.

**9. SUPERINTENDENT'S REPORT****14-110**

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

- A. **Board Policy - #4450** – Instruction – “Use of Animals in Instruction” – as attached.
- B. **Board Policy - #9575** – Personnel & Negotiations – “E-mail Acceptable Use Policy” – as attached.



- C. **Board Policy - #9320** – Personnel & Negotiations – “Family and Medical Leave Act” – as attached.

CARRIED UNANIMOUSLY

- D. **Board Policy - #9410** – Personnel & Negotiations – “Educational and Professional Benefits for Non-Unit Employees” (first reading) – as attached.

E. **SED**

District Superintendent Graefe will prepare and send notes to the Board Members and Cabinet regarding the SED meeting that was held this week.

**EXECUTIVE SESSION**

**14-111**

Upon the motion of Everett, seconded by Peoples, it is resolved to move to executive session at 7:02 p.m. to discuss five employment history matters concerning particular persons and two litigation matters.

CARRIED UNANIMOUSLY

**OPEN SESSION**

**14-112**

Upon the motion of Lemmon, seconded by Everett, it is resolved to move to open session at 7:32 p.m.

CARRIED UNANIMOUSLY

**PERSONNEL – Continued**

**14-113**

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

N. **Temporary Appointments.**

1. Effective May 6, 2014, that the Board of Education of the Greater Southern Tier BOCES does hereby temporarily appoint Donella Barney as a Payroll Specialist on a timesheet basis at an hourly rate of \$33.63. The Board further authorizes BOCES to reimburse Ms. Barney for her mileage to commute from her home in Bath, New York to the BOCES Bush Campus and back for each day worked at the rate of \$56.5 per mile. Such temporary appointment will terminate no later than August 5, 2014.
2. Effective May 10, 2014, that the Board of Education of the Greater Southern Tier BOCES does hereby temporarily appoint Bridgett Frelove as a Payroll Specialist on a timesheet basis at an hourly rate of \$20.45. Such temporary appointment will terminate no later than August 9, 2014.

CARRIED UNANIMOUSLY

**8. BOARD PRESIDENT'S REPORT - continued****14-114****D. Letter**

Upon the motion of Learn, seconded by Dickson, it is resolved that the Board of Education of the Greater Southern Tier BOCES does hereby authorize the Board President to sign and send a letter to Jeremiah Young regarding his daughter on behalf of the BOCES Board.

CARRIED UNANIMOUSLY

**EXECUTIVE SESSION****14-115**

Upon the motion of Dickson, seconded by Lemmon, it is resolved to move to executive session at 7:35 p.m. to discuss one employment history matter concerning a particular person.

CARRIED UNANIMOUSLY

**OPEN SESSION****14-116**

Upon the motion of Dickson, seconded by Bulkley, it is resolved to move to open session at 8:45 p.m.

CARRIED UNANIMOUSLY

**10. ADJOURNMENT****14-117**

Upon the motion of Learn, seconded by Apgar, it is resolved to adjourn the meeting at 8:46 p.m.

CARRIED UNANIMOUSLY

**Next Meetings**

Meeting	Date/Time	Location
Regular	06/03/14, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room

Respectfully Submitted,

dlh  
May 7, 2014

Doretta L. Hughson  
Board Clerk