

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

Wildwood Education Center, Bldg. 1

November 5, 2013

5:30 p.m.

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

ABSENT: Dickson, McConnell and Scott.

ALSO PRESENT: District Superintendent Graefe; Cabinet Members Bentley, Drake, Johnson, Manning, Moschetti, Munson, Spencer and Weinman; Board Clerk Hughson; Staff: Alger (D: 6:14 p.m.), Bradley (D: 6:14 p.m.), Driscoll (D: 6:14 p.m.), Edgers (D: 6:14 p.m.), Freer (D: 6:14 p.m.), Mascioni (D: 6:14 p.m.), McAneney (D: 6:14 p.m.), Nolan (D: 6:14 p.m.), Perkins (D: 6:14 p.m.), Post (D: 6:14 p.m.), Sheehan (D: 6:14 p.m.) and Washburn (D: 6:14 p.m.); Board Clerk: Hughson; BOCES Students: Lucas Andrews, Michelle Bacon, Tiara Brown, Ravyn Bauch, Amanda Dieterle, Rebekah Jones, Wade Olin and Zach Walsh (All Students Departed 6:14 p.m.); and Guests: Jill Bauch and Draco Baush (All Guests Departed 6:14 p.m.).

* * * * *

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President Keddell called the meeting to order and led the Pledge of Allegiance at 6:13 p.m.

2. PRIVILEGE OF THE FLOOR

Board Member Moss requested that the Board meeting held at Wildwood in 2014-2015 not be held on the designated voting date in November.

3. ACCEPTANCE OF THE AGENDA

14-040

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

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

14-041

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

A. Approval of Minutes

1. Regular Board Meeting – October 1, 2013.

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – August 2013 Revised.

2. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – September 2013.
3. Student Activities – Bush Education Center – 7/01/13-9/30/13.
4. Student Activities – Coopers Education Center - 7/01/13-9/30/13.
5. Student Activities – Wildwood Education Center - 7/01/13-9/30/13.

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

CARRIED UNANIMOUSLY

5. FINANCE

14-042

Upon the recommendation of the Superintendent, and on the motion of Lemmon, 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 |
|--------|---------|--|------------------|
| 039-14 | 337.494 | Itinerant-Speech Impaired w/ Monroe #1 BOCES | \$ 5,480 |
| 040-14 | 405.599 | Equivalent Attendance w/ Broome-Tioga BOCES | \$ 128 |
| 041-14 | 440.493 | Summer School w/ GV BOCES | \$ 2,055 |
| 042-14 | 562.493 | School Imp. Planning w/ Genesee Valley BOCES | \$ 75 |

These establishments will be supported as follows:

| | | |
|--------|---------|---|
| 039-14 | 337.494 | Canisteo-Greenwood: \$5,480 |
| 040-14 | 405.599 | Spencer-Van Etten: \$48 and Waverly: \$80 |
| 041-14 | 440.493 | Avoca: \$2,055 |
| 042-14 | 562.493 | Bradford: \$75 |

2. Budget Increases for 2013-14:

| Item # | CoSer # | Title | Increase | From | To |
|--------|---------|--|------------|--------------|--------------|
| 043-14 | 101.000 | Career & Technical Education | \$ 29,302 | \$15,227,782 | \$15,257,084 |
| 044-14 | 250.499 | Staffing 1:6:1 w/ Cattaraugus-Allegany BOCES | \$ 5,606 | \$ 168,749 | \$ 174,355 |
| 045-14 | 329.499 | Itinerant-Business Manager w/ CAEW BOCES | \$ 1,000 | \$ 22,100 | \$ 23,100 |
| 046-14 | 403.003 | Alternative Education- Secondary | \$ 9,914 | \$ 1,516,842 | \$ 1,526,756 |
| 047-14 | 415.000 | Summer School | \$ 120,830 | \$ 642,700 | \$ 763,530 |
| 048-14 | 430.000 | Distance Learning | \$ 9,500 | \$ 595,504 | \$ 605,004 |
| 049-14 | 438.594 | Distance Learning w/ OCM BOCES | \$ 6,308 | \$ 31,540 | \$ 37,848 |
| 050-14 | 512.000 | Computer Service, Instructional | \$ 51,833 | \$ 2,308,429 | \$ 2,360,262 |
| 051-14 | 525.000 | Staff Development: Certified Administration | \$ 13,817 | \$ 1,461,263 | \$ 1,475,080 |
| 052-14 | 548.596 | School Imp. Planning w/ Albany BOCES | \$ 2,350 | \$ 871 | \$ 3,221 |
| 053-14 | 605.000 | Computer Service: Management | \$ 2,948 | \$12,448,909 | \$12,451,857 |
| 054-14 | 609.000 | Safety/Risk Management | \$ 750 | \$ 641,554 | \$ 642,304 |
| 055-14 | 612.000 | Business Office Support (CBO) | \$ 48,562 | \$ 3,665,274 | \$ 3,713,836 |
| 056-14 | 619.000 | Fingerprinting Service | \$ 600 | \$ 9600 | \$ 10,200 |
| 057-14 | 635.493 | Negotiations w/Genesee Valley BOCES | \$ 198 | \$ 20,043 | \$ 20,241 |

These increases will be supported as follows:

| | | |
|--------|---------|---|
| 043-14 | 101.000 | Cattaraugus BOCES (Andover: \$10,098), Tompkins-Seneca BOCES (Newfield: \$10,098) and Miscellaneous Revenue: \$9,106 |
| 044-14 | 250.499 | Canisteo-Greenwood: \$5,606 |
| 045-14 | 329.499 | Alfred-Almond: \$1,000 |
| 046-14 | 403.003 | Cattaraugus BOCES (Andover: \$9,914) |
| 047-14 | 415.000 | Addison: \$5,451, Arkport: (\$305), Avoca: \$670, Bath: (\$3,328), Bradford: (\$4,370), Campbell-Savona: \$14,962, Canaseraga: (\$995), Canisteo-Greenwood: \$3,250, Corning: (\$4,445), Elmira: \$39,530, Elmira Heights: \$660, Hammondsport: (\$3,560), Hornell: \$3,630, Horseheads: \$3,560, Jasper-Troupsburg: \$3,245, Odessa-Montour: (\$3,850), Prattsburgh: \$6,040, Spencer-Van Etten: \$200, Watkins Glen: \$2,075, Waverly: \$37,645, Cattaraugus BOCES (Andover: \$8,320) and Wayne-Finger Lakes BOCES (Naples: \$12,445) |
| 048-14 | 430.008 | Addison: \$8,000 and Alfred-Almond: \$1,500 |
| 049-14 | 438.594 | Hammondsport: \$6,308 |
| 050-14 | 512.000 | Addison: \$8,314 and Prattsburgh: \$43,519 |
| 051-14 | 525.000 | Miscellaneous Revenue: 13,817 |

| | | |
|--------|---------|--|
| 052-14 | 548.596 | Canaseraga: \$2,350 |
| 053-14 | 605.000 | Campbell-Savona: \$3,305, Horseheads: \$6,749, Jasper-Troupsburg: \$6,894 and Prattsburgh: (\$14,000) |
| 054-14 | 609.000 | Horseheads: \$750 |
| 055-14 | 612.000 | Alfred-Almond: \$48,562 |
| 056-14 | 619.000 | Waverly: \$600 |
| 057-14 | 635.493 | Canaseraga: \$198 |

3. Budget Decreases for 2013-14:

| Item # | CoSer # | Title | Decrease | From | To |
|--------|---------|---|------------|------------|------------|
| 058-14 | 205.206 | Special Class 1:15 | \$ 194,324 | \$ 194,234 | \$ 0 |
| 059-14 | 527.000 | Instructional Materials (Science Resource Center) | \$ 3,134 | \$ 583,200 | \$ 580,066 |
| 060-14 | 665.691 | Cooperative Bidding w/ DCMO BOCES | \$ 13,657 | \$ 57,067 | \$ 43,380 |

These decreases will be supported as follows:

| | | |
|--------|---------|---|
| 058-14 | 205.206 | Elmira: (\$145,743) and Horseheads: (\$48,581) |
| 059-14 | 527.000 | Campbell-Savona: (\$3,134) |
| 060-14 | 665.691 | Elmira: \$50, Horseheads: (\$13,949), Odessa-Montour: \$50 and Spencer-Van Etten: \$192 |

4. Transfers within programs for 2013-14:

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

| <u>COSER</u> <u>NO.</u> | <u>PROGRAM</u> | <u>BUDGET CODE</u> | <u>TRANSFER</u> <u>IN</u> | <u>TRANSFER</u> <u>OUT</u> |
|----------------------------|------------------------------|---------------------------------------|------------------------------|-------------------------------|
| 605 | Computer Service: Management | A605-7710-400-K-00 Contract & Other | | \$25,582 |
| | | A605-7710-200-8-00 Equipment | | \$25,599 |
| | | A605-7710-599-H-09 Broome-Tioga BOCES | \$25,582 | |
| | | A605-7710-204-8-00 Small Equipment | \$25,599 | |
| | | TOTAL | \$51,181 | \$51,181 |

B. Federal Fund Establishments and Adjustments.

1. Grant Acceptances and Budget Establishments for 2013-14:

- WIA, Title 2, Adult Education & Literacy (Literacy Zone) grant for services is accepted and the budget established in the amount of \$100,000 for the period July 1, 2013 through June 30, 2014 as attached.
- STAC (System to Track and Account for Children) Education of Incarcerated Youth grant for services are accepted and the budget established in the amount of \$630,415 for the period July 1, 2013 through June 30, 2014 as attached.
- School Library System Operating grant is accepted and the budget established in the amount of \$133,925 for the period July 1, 2013 through June 30, 2014 as attached.
- School Library System Aid for Automation grant is accepted and the budget established in the amount of \$13,393 for the period July 1, 2013 through June 30, 2014 as attached.
- Local Government Records Management Improvement grant is accepted and the budget established in the amount of \$77,139 for the period July 1, 2013 through June 30, 2014 as attached.
- School Based Vocational/Work Incentive Program grant is accepted and the budget established in the amount of \$38,435 for the period July 1, 2013 through June 30, 2014 as attached.

- g. Regional SSHSP Medicaid TAC grant is accepted and the budget established in the amount of \$90,049 for the period July 1, 2013 through June 30, 2014 as attached.

2. Grant Acceptance and Budget Increase for 2013-14:

- a. School Library System Supplemental Aid grant is accepted and the budget increased by \$47,261 from \$133,925 to \$181,186.

3. Budget Establishments for 2013-14:

- a. Statewide School Finance Consortium budget is established in the amount of \$11,025 for the period July 1, 2013 through June 30, 2014.
- b. Comprehensive Health/Wellness budget is established in the amount of \$11,544.82 for July 1, 2013 through June 30, 2014. Revenues for the program come from Project SAVE certifications. These funds include \$1,575.00 in current year revenue and \$9,969.82 in rollover funds from 2012-2013.
- c. Southern Tier Scholars budget is established in the amount of \$8,642.62 for July 1, 2013 through June 30, 2014. Revenue for this program comes from rollover funds from 2012-2013.
- d. Model Transition Program Transition Conference budget is established in the amount of \$4,446.30 for July 1, 2013 through June 30, 2014. Revenue for this program comes from rollover funds from 2012-2013.
- e. Southern Tier SciFair and Cyber Civ budget is established in the amount of \$38,239.90 for the period July 1, 2013 through June 30, 2014. This is the rollover amount from 2012-2013.

C. Purchasing.

1. Approval of Resolution for IPA for computers and projectors in the amount of \$89,510.00 for Addison Central School District as attached.

D. School Refunds.

1. School Refunds for Schuyler-Steuben-Chemung-Tioga-Allegany BOCES for 2013-2014 in the amount of \$6,013,469.03 based on 2012-2013 final expenditures as attached.

E. Activities Clubs.

1. New Visions Communications (A-38) will change the name to New Visions Academy. New advisors are Ted Kellogg and Kelly Smith.
2. Close Broad Horizon Senior Class (A-72) and transfer \$762.61 to Broad Horizon Student Activity (A-64).
3. Establish a new club and open an account for the Animal Science Class. The official name of the club is GST Aggies. Jessakka Schermerhorn is the advisor.

CARRIED UNANIMOUSLY

6. PERSONNEL**14-043**

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

A. Retirements

1. Charlene Reed, Position: Senior Account Clerk, Effective: December 31, 2013, Date of Hire: October 7, 1999.
2. Eugene Cvik, Position: Central Business Office Controller, Effective: end of day June 30, 2014, Date of Hire: June 1, 2005.
3. Alfreda Patterson, Position: Cook Manager, Effective: December 31, 2013, Date of Hire: March 7, 1988.
4. Jean Barber, Position: Grant Writing Supervisor, Effective: end of day January 31, 2014, Date of Hire: November 9, 1994.

B. Resignations

1. Tami Ricci, Position: Account Clerk, Effective: June 30, 2013, Date of Hire: July 1, 2012, Civil Service transfer from Corning-Painted Post CSD.
2. Lee Richeson, Position: Cook Manager, Effective: October 2, 2013, Date of Hire: August 27, 2008.
3. Joseph Busch, Position: Program Administrator of the Superintendent Development Program, Effective: November 2, 2013, Date of Hire: December 1, 2008.

C. Creation of Position

1. Teacher, Online Virtual Learning, seven (7) 10 month, school calendar positions; providing online instruction in the areas of Foreign Language – Spanish, Music, Science, Art, Social Studies, Health, Physical Education, English Language Arts, and Business; effective September 23, 2013; salary \$350.00 stipend to attend a one-time training, and \$145.00 per successful completed online course, per student, time-sheet basis.

D. Increase or Decrease to Positions

1. Teaching Assistant, Auto Body, one 10 month, school calendar position; increased from part-time (.5 FTE) to full-time (1.0 FTE); effective September 3, 2013.
2. Teaching Assistant, B&E – Career Readiness (ICM), one 10 month, school calendar position; decreased from full-time (1.0 FTE) to part-time (.5 FTE); effective September 3, 2013.
3. Teacher, Music, one 10 month, school calendar position; increased from part-time (.8 FTE) to full-time (1.0 FTE); effective September 23, 2013.
4. Cook Manager, one full-time (1.0 FTE), 12 month position; decreased to full-time (1.0 FTE); 10 month, school calendar position; effective December 1, 2013.

E. Increase or Decrease in Assignments

1. Susan Woodvine, Cook Manager, 10 month, school calendar position; decreased from part-time (.8125 FTE) to time-sheet basis; effective September 3, 2013; salary \$12.25 per hour.
2. Michael Creegan, Teacher, Music, 10 month, school calendar position, Probationary appointment; increased from part-time (.8 FTE) to full-time (1.0 FTE); effective September 23, 2013; Tenure area of Music; Certification of Initial Certificate Time Extension, Music, February 1, 2012 through January 31, 2014; Probationary Period continues through September 3, 2015.
3. Susan Kramer, Cook Manager, full-time (1.0 FTE), 12 month position; Competitive Civil Service appointment; decreased to full-time (1.0 FTE), 10 month, school calendar position; Competitive Civil Service appointment; effective December 1, 2013; Probationary Period fulfilled; salary \$25.75 per hour.

F. Tenure Appointments and Civil Service Permanent Appointments

1. Jenny Dean, Position: Teacher Center Coordinator, Tenure Area: Instructional Support Services in Professional Development, Tenure Date: November 8, 2013, Certification Status: Permanent, Pre-Kindergarten, Kindergarten and Grades 1-6, February 1, 2000.
2. Daniel Dobell, Position: School Business Executive, Permanent Date: November 19, 2013.
3. Tami Curkendall, Position: Cleaner, Permanent Date: November 26, 2013.

G. Appointments

1. Jessakka Schermerhorn, Position: Teacher, Animal Science 7-12, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: September 3, 2013, Certification: Initial, Animal Science 7-12, September 1, 2013 through August 31, 2018, Probationary Period: September 3, 2013 through September 2, 2016, Salary: \$44,185.00 per year (step 1 + Credit Hours + Degree Stipend).
2. Elizabeth Ahern, Position: Teacher, English to Speakers of Other Languages, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: October 8, 2013, Tenure Area: English to Speakers of Other Languages, Certification: Initial, English to Speakers of Other Languages, September 1, 2012 through August 31, 2017, Probationary Period: October 8, 2013 through October 7, 2016, Salary: \$48,709.00 per year, prorated (step 2 + Credit Hours + dual Degree Stipend + Special Education Stipend).

H. Temporary Appointments

1. Peter Punzo, Position: Professional Development Consultant, Effective: September 23, 2013 through June 30, 2014, Certification: Permanent, School District Administrator, September 1, 1977, Salary: \$325.00 per day, time sheet-basis.
2. Anne Caruana, Position: Teacher, Online Virtual Learning, Foreign Language, Spanish, Effective: September 23, 2013 through June 30, 2014, Certification:

- Permanent, School District Administrator, September 1, 2004; Permanent, Spanish 7-12, September 1, 1992, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
3. Adrienne Coble, Position: Teacher, Online Virtual Learning, Music, Effective: September 23, 2013 through June 30, 2014, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
 4. Vicki Cook, Position: Teacher, Online Virtual Learning, Science, Effective: September 23, 2013 through June 30, 2014, Certification: Permanent, Biology 7-12, September 1, 1994 and Permanent, Chemistry and General Science 7-12, September 1, 1994, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
 5. Shelly Cummings, Position: Teacher, Online Virtual Learning, Art, Effective: September 23, 2013 through June 30, 2014, Certification: Permanent, Art, September 1, 2009, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
 6. Sara Kitts, Position: Teacher, Online Virtual Learning, Social Studies, Effective: September 23, 2013 through June 30, 2014, Certification: Initial Certificate Time Extension, Social Studies 7-12, September 1, 2012 through August 31, 2014, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
 7. Jason Semmel, Position: Teacher, Online Virtual Learning, Health, and Physical Education, Effective: October 1, 2013 through June 30, 2014, Certification: Initial, Physical Education, September 1, 2009 through August 31, 2014 and Initial, Health Education, February 1, 2012 through January 31, 2017, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
 8. Adam Williams, Position: Teacher, Online Virtual Learning, English Language Arts, and Business, Effective: September 23, 2013 through June 30, 2014, Certification: Professional, English Language Arts 7-12, September 1, 2012, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
 9. Mark Kilmartin, Position: Teacher, Online Virtual Learning, Math, Science and Technology, Effective: October 1, 2013 through June 30, 2014, Certification: Professional, Technology Education, February 1, 2011; Permanent, Physics & General Science 7-12, February 1, 2004; Permanent Mathematics 7-12, February 1, 2004, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.

I. Annual Stipends

1. Education Grant Services, Stipend \$2,500, effective October 23, 2013 through June 30, 2014
 - a. Diane Habeck, Team Leader
 - b. Meachele Manchester, Team Leader
2. Newsletter Advisor, Stipend of \$825, effective September 3, 2013 through June 27, 2014

a. Wildwood Education Center

1. Gary Acker

J. Report of Temporary and Substitute Personnel as attached.

K. Reorganizational Items as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

A. Common Core Implementation.

Ms. Spencer gave a PowerPoint presentation regarding Common Core Implementation in New York schools. She shared information on ELA shifts, Math shifts, STEM shifts, Modules, Tri-State Rubrics, www.engageny.com and Network Team.

FIELD TRIPS

14-044

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

B. Field trip for Bush, Coopers and Wildwood Education Centers, Auto Tech/Auto Body programs as attached.

C. Field trip for Wildwood Education Center, Criminal Justice program as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

A. **New York State School Boards Association Convention.**

Board Member Apgar and Board Member Learn gave a report regarding their attendance at the New York Stat School Boards Association Convention on October 24-26, 2013.

9. SUPERINTENDENT'S REPORT

District Superintendent Graefe reported on the following items:

A. Waverly Central School District's Superintendent search.

B. Elmira City School District's Superintendent search.

C. Elmira City School District's Strategic Plan process.

D. District Superintendent's position for GST BOCES.

Rescinded his letter of resignation for retirement on June 30, 2014 with SED and stated his intention to submit his retirement letter on June 1, 2014 for retirement on June 30, 2014.

- E. SED Representative Ken Wagner's video conference with Superintendents on November 19, 2013.
- F. SED Representative Ken Wagner's video conference with School Boards Association in December 2013.

EXECUTIVE SESSION

14-045

Upon the motion of Everett, seconded by Bulkley, it is resolved to move to executive session at 7:35 p.m. to discuss six employment history matters concerning particular persons and five legal matters.

CARRIED UNANIMOUSLY

OPEN SESSION

14-046

Upon the motion of Learn, seconded by Peoples, it is resolved to move to open session at 7:55 p.m.

CARRIED UNANIMOUSLY

6. PERSONNEL - continued

14-047

H. Temporary Appointments

10. Lori Sallade-Conrad, Position: Long-term Substitute Teacher, Art, part-time (.4 FTE), 10 month, school calendar position, Temporary appointment, Effective: September 3, 2013 through June 27, 2014, Certification: Permanent, Art, September 1, 1998, Salary: \$55,647, prorated (Step 9 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend).

Voting: Aye: Apgar, Buckley, Everett, Keddell, Learn, Moss and Peoples.
 Nay: Lemmon.
 Abstain: None.
 Absent: Dickson, McConnell and Scott.

MOTION CARRIED

10. ADJOURNMENT

14-048

Upon the motion of Peoples, seconded by Apgar, it is resolved to adjourn the meeting at 7:56 p.m.

CARRIED UNANIMOUSLY

Next Meetings

| Meeting | Date/Time | Location |
|---------------------|---------------------|---------------------------------|
| Coopers Campus Tour | 12/03/13, 4:00 p.m. | Coopers Education Ctr., Bldg. 8 |
| Regular | 12/03/13, 5:30 p.m. | Coopers Education Ctr., Bldg. 8 |

Respectfully Submitted,

dlh
 November 6, 2013

Doretta L. Hughson
 Board Clerk