

**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

December 3, 2013

Coopers Education Center, Bldg. 8

5:30 p.m.

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

ABSENT: McConnell, Moss, Peoples and Scott.

ALSO PRESENT: District Superintendent Graefe; Cabinet Members Drake, Johnson, Moschetti, Munson, Pierce, Spencer and Weinman; Board Clerk Hughson; Staff: Barber (D: 6:29 p.m.), Burt (D: 6:06 p.m.), Campbell (D: 6:06 p.m.), Dunn (D: 6:06 p.m.), Gauss (D: 6:06 p.m.), Habeck (D: 6:29 p.m.), Hurd (D: 6:06 p.m.) and M. Manchester (D: 6:29 p.m.); Board Clerk: Hughson; BOCES Students: Logan Anson, Autumn Cervoni, Julie Collins, Annabelle Cornell, Jessica Lawrence, Michael Moorehouse, Joanna Northrop, Nichole Perkins and Kevin Taylor. (All Students Departed 6:06 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 6:05 p.m.

2. PRIVILEGE OF THE FLOOR

None.

3. ACCEPTANCE OF THE AGENDA, PERSONNEL ADDENDA AND REMOVAL OF FINANCE ITEM

14-049

Upon the motion of Learn, seconded by Apgar, it is resolved to accept the agenda, Personnel Addenda to the agenda (6-I-6, 6-J-6 and 6-P) and removal of Item 5-D under Finance.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

14-050

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

A. Approval of Minutes

1. Regular Board Meeting – November 5, 2013.

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – October 2013.

C. Internal Claims Auditor's Reports – October 2013 as attached.**CARRIED UNANIMOUSLY****5. FINANCE****14-051**

Upon the recommendation of the Superintendent, and on the motion of Learn, seconded by Buckley, it is resolved that the following finance actions (5-A, B, C, E & F) are hereby taken:

A. General Fund Establishments and Adjustments.**1. Budget Establishments for 2013-14:**

Item#	CoSer #	Title	In the Amount of
061-14	416.494	Academic Programs Spec. Facilities w/ Monroe #1 BOCES	\$ 2,282
062-14	563.597	Printing w/ Madison-Oneida BOCES	\$ 2,717
063-14	565.591	Library Services w/ Erie 1 BOCES	\$ 19,674
064-14	566.591	Printing w/ Erie 1 BOCES	\$ 1,500

These establishments will be supported as follows:

061-14	416.494	Corning: \$222, Elmira: \$631 and Hornell: \$1,429
062-14	563.597	Horseheads: \$2,717
063-14	565.591	Alfred-Almond: \$8,687, Canisteo-Greenwood: \$6,124 and Jasper-Troupsburg: \$4,863
064-14	566.591	Jasper-Troupsburg: \$1,500

2. Budget Increases for 2013-14:

Item #	CoSer #	Title	Increase	From	To
065-14	209.000	Special Class S/P Ratio 1:8:1	\$ 6,151	\$ 4,510,263	\$4,516,414
066-14	430.000	Distance Learning	\$ 40,000	\$ 605,004	\$ 645,004
067-14	527.000	Instructional Materials (Science Resource Center)	\$ 6,414	\$ 580,066	\$ 586,480
068-14	528.000	Industries/Education Activities Coordination	\$ 40,917	\$ 492,945	\$ 534,132
069-14	537.000	School/Curriculum Improvement Planning	\$ 26,540	\$ 1,686,815	\$ 1,713,355
070-14	550.591	Computer Service Inst. w/ Erie #1 BOCES	\$ 226,614	\$ 837,234	\$ 1,063,848
071-14	555.591	Model Schools w/ Erie 1	\$ 3,980	\$ 39,800	\$ 43,780
072-14	605.000	Computer Service: Management	\$ 47,873	\$12,451,857	\$12,499,730
073-14	607.000	Bus Driver Training	\$ 640	\$ 1,600	\$ 2,240
074-14	617.000	School Food Management: Central	\$ 21,086	\$ 1,727,173	\$ 1,748,259
075-14	623.000	Recruiting Service (Cooperative Advertising)	\$ 2,303	\$ 70,660	\$ 72,963
076-14	629.591	Computer Service Mgmt. w/ Erie #1 BOCES	\$ 166,700	\$ 2,813,287	\$ 2,979,987
077-14	659.591	Planning Service, Mgmt. w/ Erie #1 BOCES	\$ 21,490	\$ 23,683	\$ 45,173
078-14	665.691	Cooperative Bidding w/ DCMO BOCES	\$ 15,066	\$ 43,380	\$ 58,446

These increases will be supported as follows:

065-14	209.000	Based on District Participation: \$6,151
066-14	430.000	Miscellaneous Revenue: \$40,000
067-14	527.000	Elmira: \$6,414
068-14	528.000	Bath: \$270, Elmira Heights: (\$540) and Miscellaneous Revenue: \$41,187
069-14	537.000	Canisteo-Greenwood: (\$10,640) and Genesee Valley BOCES (Elba: \$37,180)
070-14	550.591	Alfred-Almond: \$22,849, Arkport: \$53,479, Avoca: \$4,492, Bath: \$41,510, Campbell-Savona: \$36, Canaseraga: \$8,823, Canisteo-Greenwood: (\$16,354), Hammondsport: \$46,471, Hornell: (\$1,028), Jasper-Troupsburg: \$66,131 and Prattsburgh: \$205
071-14	555.591	Alfred-Almond: \$3,980
072-14	605.000	Avoca: \$2,000 and Horseheads: \$45,873
073-14	607.000	Addison: \$480, Alfred-Almond: (\$160), Arkport: (\$160), Avoca: (\$160), Bath: (\$160), Canisteo-Greenwood: \$160, Hammondsport: (\$160), Hornell: (\$160), Jasper-Troupsburg: \$160, Waverly: (\$160) and Miscellaneous Revenue: \$960
074-14	617.000	Avoca: \$8,708, Elmira: \$6,900 and Waverly: \$5,478
075-14	623.000	Canisteo-Greenwood: \$2,303
076-14	629.591	Addison: \$98,495, Alfred-Almond: \$3,874, Arkport: \$2,989, Avoca: \$5,260, Bath: \$37,686, Bradford: (\$185), Campbell-Savona: \$4,738, Canaseraga: \$8,305, Canisteo-Greenwood: (\$4,082), Corning: (\$9), Hammondsport: \$23,134, Hornell: (\$1,932), Jasper-Troupsburg: \$9,914 and Prattsburgh: (\$21,487)
077-14	659.591	Bath: \$4,100, Elmira: \$4,800, Elmira Heights: \$3,200, Hornell: \$8,200 and Jasper-Troupsburg: \$1,190
078-14	665.691	Elmira: \$11,250 and Elmira Heights: \$3,816

3. Budget Decrease for 2013-14:

Item #	CoSer #	Title	Decrease	From	To
079-14	426.000	Exploratory Enrichment	\$ 6,414	\$ 142,700	\$ 136,286

This decrease will be supported as follows:

079-14 426.000 Elmira: (\$6,414)

4. Transfers within programs for 2013-14:

a. Report of all fund transfers for the period 07/01/13-09/30/13 as attached.

b. 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	A605-7710-400-8-07 Contract & Other		\$18,809
		A605-7710-400-U-09 Contract & Other		\$24,927
		A605-7710-411-8-07 Telephone	\$18,809	
		A605-7710-210-U-09 Large Equipment	\$24,927	
			<u>\$43,736</u>	<u>\$43,736</u>

B. Purchasing.

1. Approval of Resolution for IPA for computer equipment in the amount of \$500,000.00 for Elmira City School District as attached.

C. Corrective Action Plan.

1. Accept the Corrective Action Plan for the GST BOCES 2012-13 External Audit as attached.

D. Dormann Library Lease - item removed and no action taken.**E. Authorization to pay the following membership dues.**

1. The New York State School Boards Association dues in the amount of \$10,533.00 for the 2014 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

F. Acceptance of Donated Items.

1. Exam table to Bush Animal Science Program John Varga, DVM, Home Veterinary Care, 201 Oakwood Avenue, Elmira Heights, NY 14903.
2. 2004 Nissan Quest to Bush Automotive Technology class from James J. Loughlin, 17 Green Valley Drive, Big Flats, NY 14814.
3. Floor jack to Wildwood Automotive Technology class from Auto Zone, 960 State Route 36, Hornell, NY 14843.
4. \$100.00 to Summer Learning Experience program from United Steel Workers Local 1000, 100 Civic Center Plaza, Corning, NY 14830.
5. \$500.00 to Extended School Year program-Coopers location from Institute for Human Services, 6666 County Road 11, Bath, NY 14810.
6. \$600.00 for Summer Learning Experience program for Simmons-Rockwell Autoplaza, Inc., 784 County Route 64, Elmira, NY 14903.

7. \$50.00 for Summer Learning Experience program from Alfred Lions Club, P.O. Box 1191, Alfred, NY 14802.

CARRIED UNANIMOUSLY

6. PERSONNEL

14-052

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

A. Retirements

1. Kevin Mark, Position: Physical Therapist, Effective: December 31, 2013. Date of Hire: October 31, 1983.
2. Pamela Forshee, Position: Teacher Aide, Effective: February 23, 2014, Date of Hire: September 6, 1988.
3. Linda Williamson, Position: Teacher Aide, Effective: end of day February 28, 2014, Date of Hire: September 3, 1997.

B. Resignations

1. Sherry Ameigh, Position: Teacher Aide, Effective: October 10, 2013, Date of Hire: September 1, 1999, Reason: Constructive Resignation, pursuant to Civil Service Law §71, Rule XIX(1) of the Chemung County/City of Elmira Regional Civil Service Commission.
2. Joseph Nolan, Position: Teacher, Special Education, Effective: end of day December 13, 2013, Date of Hire: September 1, 2010.
3. Paula Drake, Position: Senior Account Clerk, Effective: January 2, 2014, Date of Hire: November 7, 2007.

C. Creation of Position

1. Education Grant Specialist, one full-time (1.0 FTE), 12 month position, effective December 2, 2013.

D. Increase or Decrease to Positions

1. Account Clerk Typist, one (1) 12 month position, increased from part-time (.3 FTE) to full-time (1.0 FTE), effective November 25, 2013.
2. Cook Manager, one (1) full-time (1.0 FTE), 11 month position, increased to 12 months per year, effective November 18, 2013.
3. Cook Manager, one (1) full-time (1.0 FTE), 10 month, school calendar position, increased to 11 months per year, effective November 18, 2013.
4. Cook Manager, one (1) 10 month, school calendar position, increased from part-time (.8125 FTE, 6.5 hours per day) to full-time (1.0 FTE, 8 hours per day), effective December 2, 2013.

E. Increase or Decrease in Assignments

1. Dena Zoerman, Position: Account Clerk Typist, Competitive Civil Service, Probationary appointment, Effective: November 25, 2013, Time Worked:

increase from .3 FTE to 1.0 FTE, Probationary Period: continuing through May 7, 2014, Salary: \$15.08 per hour (step 5, grade 6).

2. Kari Crouse, Position: Cook Manager, Non-Competitive Civil Service, Permanent appointment, Effective: November 18, 2013, Time Worked: increase from 11 months per year to 12 months per year, Salary: increased from \$46,455.00 per year, prorated, to \$54,080.00 per year, prorated.
3. Sheri Frail, Position: Cook Manager, Non-Competitive Civil Service, Probationary appointment, Effective: November 18, 2013, Time Worked: increase from 10 month, school calendar to 11 months per year, Probationary Period: continuing through November 4, 2014, Salary: increased from \$30,000.00 per year, prorated, to \$42,400.00 per year, prorated.
4. April Moore, Position: Cook Manager, 10 month, school calendar position, Non-Competitive Civil Service, Permanent appointment, Effective: December 2, 2013, Time Worked: increase from .8125 FTE, 6 hours per day to 1.0 FTE, 8 hours per day, Salary: \$21,978.13 per year, prorated, to \$27,050.00 per year, prorated.

F. Change in Appointment

1. Susan Benjamin, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Permanent** appointment, lateral Civil Service transfer from the Central Business Office to the Central Administrative Business Office, Effective: December 2, 2013, Salary: \$16.71 per hour (step 6, grade 9).

G. Changes in Salary

1. Teena Finch, Position: Cook Manager, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Permanent appointment, Effective: November 18, 2013, Salary: increased from \$27,324.00 per year, prorated, to \$30,284.00 per year, prorated, due to reconfiguration of duties within the department.
2. Kaye Stanford, Position: Career Education Resource Specialist, part-time (.4750 FTE), 10 month, school calendar position, Competitive Civil Service, Permanent appointment, Effective: December 1, 2013, Salary: decreased from \$22,886.00 per year, prorated, to \$20,690.40 per year, prorated, due to decreased responsibilities in the job.

H. Civil Service Permanent Appointment

1. Lisa Mascherino, Position: Registered Nurse, full-time (1.0 FTE), 10 month, school calendar position, Competitive Civil Service appointment, Permanent Date: December 16, 2013.

I. Appointments

1. Douglas Hamlin, Position: Administrator of Superintendent Development Program, part-time, 12 month position, Non-Tenure appointment, Effective: November 3, 2013, Certification: Permanent, School District Administrator, September 1, 1993, Salary: \$30,000.00 per year, prorated.

2. Todd Goho, Position: Regional Special Education Technical Assistance Support Center Behavior Specialist (RSE-TASC Behavior Specialist), full-time (1.0 FTE), 11 month position, Probationary appointment, Effective: December 9, 2013, Education: Certificate of Advanced Study, Educational Administration, SUNY Brockport, Tenure Area: Instructional Support Services in Special Education, Certification: Permanent, Special Education, February 1, 2003, Probationary Period: December 9, 2013 through December 8, 2015, Salary: \$57,645.00 per year (step 10 + 66 Credit Hours + dual Degree Stipend + Permanent Certificate Stipend).
3. George Gillis, Position: Education Grant Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Provisional appointment, pending Civil Service exam, Effective: December 2, 2013, Salary: \$44,250.00 per year, prorated.
4. Jennifer Batrone, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List #61220, Effective: December 2, 2013, Probationary Period: December 2, 2013 through December 1, 2014, Salary: \$15.69 per hour (step 4, grade 9).
5. Tammy Little, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List #61220, Effective: January 2, 2014, Probationary Period: January 2, 2014 through January 1, 2015, Salary: \$15.69 per hour (step 4, grade 9).
6. Daniel Talvi, Position: Teaching Assistant, Digital Media Arts, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 1, 2014, Certification: Level 1, Teaching Assistant, February 1, 2014 through January 31, 2017, Probationary Period: February 1, 2014 through January 31, 2017, Salary: \$24,736.00 per year, prorated (step 1).

J. Temporary Appointments

1. Martha Marks, Position: Teacher, Online Virtual Learning, Business, Effective: October 1, 2013 through June 30, 2014, Certification: Permanent, Business and Distributive Education, September 1, 1991, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
2. Robert McGee, Position: Teacher, Online Virtual Learning, Math, Effective: October 1, 2013 through June 30, 2014, Certification: Initial, Mathematics 7-12, September 1, 2013 through August 31, 2018, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
3. Joseph Melanson, Position: Teacher, Online Virtual Learning, Business, Effective: October 1, 2013 through June 30, 2014, Certification: Professional, Business and Marketing, September 1, 2012 through August 31, 2017, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
4. Stephanie Robbins, Position: Teacher, Online Virtual Learning, English Language Arts 7-12, Effective: October 1, 2013 through June 30, 2014, Certification: Initial, English Language Arts 7-12, September 1, 2011 through August 31, 2016, Salary: \$350.00 stipend to attend a one-time training; \$145.00 per student successfully completing an online course, time-sheet basis.
5. Angela Rogers, Position: Senior Account Clerk, full-time (1.0 FTE), 12 month

position, Non-Competitive Civil Service, Temporary appointment, pending decision of possible merging component districts and whether or not to continue the services, Effective: November 12, 2013 through March 27, 2014, Salary: \$14.97 per hour (step 1, grade 9), time-sheet basis.

6. Daniel Talvi, Position: Teaching Assistant, Digital Media Arts, full-time (1.0 FTE), 10 month, school calendar position, Temporary appointment, pending completion of certification requirements, Effective: December 2, 2013 through January 31, 2014, Certification: Level 1, Teaching Assistant, February 1, 2014 through January 31, 2017, Salary: \$24,736.00 per year, prorated (step 1).

K. Annual Appointments

1. Skills USA Advisors, Stipend of \$1,237 each, effective September 3, 2013 through June 27, 2014:

- a. **Bush Education Center**

1. Amy Limoncelli
2. Barbara Sweet
3. Amy Warner

- b. **Coopers Education Center**

1. Jody Andrus
2. Burton Beebe
3. Dale Robie

- c. **Wildwood Education Center**

1. Andrew Dennis
2. Kevin Freeland
3. Donna Stuckey

2. Greenhouse, Annual Stipend \$1,237, **effective September 4, 2012 through June 21, 2013**, not previously submitted:

- a. Matthew Bryant, Bush Education Center

3. Greenhouse, Annual Stipend \$1,237, **effective September 3, 2013 through June 27, 2014**:

- a. Matthew Bryant, Bush Education Center

L. Annual Stipend, effective September 3, 2013 through June 30, 2014:

1. STEM/Science Center, Stipend \$2,500:

- a. Nancy Stratton, Team Leader

M. Report of Temporary and Substitute Personnel as attached.

N. GST BOCES Staff Comparison by School Years as attached.

O. Reorganizational Items

1. Appointment

A. Student Accounts and Activities/Central Treasurer

It is hereby resolved that the following staff member is appointed to the position of Central Treasurer for the remainder of the fiscal year 2013-2014 as noted below:

Bush Education Center:

Central Treasurer: Susan Benjamin 12/02/13 through 6/30/14.

2. Authorization

A. Signatures on Checks

It is hereby resolved that authorization to sign checks for the remainder of the 2013-2014 fiscal year as noted below is given to the following listed personnel:

Student Activity Accounts:

Bush Education Center: Susan Benjamin - 12/02/13 through 6/30/14.

P. Discontinuation of Employment

1. Adam Williams, Position: Teacher, Online Virtual Learning, English Language Arts, and Business, Effective: November 21, 2013, Date of Hire: September 23, 2013.

CARRIED UNANIMOUSLY

7. PROGRAMS

Grant Services

- A. Ms. Barber, Ms. Habeck and Ms. Manchester gave a presentation regarding the GST BOCES' **Grant Services** CoSer 516; types of services provided to districts.

Upon the motion of Buckley, seconded by Learn, it is resolved to approve the following program items: **14-053**

Field Trips

- B. **Field trip** for Wildwood Education Center, New Vision Medical program as attached.
- C. **Field trip** for Coopers Education Center, Cosmetology program as attached.

Work-Based Learning Programs

- D. The **Work-Based Learning Programs** as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

A. None.

9. SUPERINTENDENT'S REPORT

A. SED update.

Dr. Graefe and Ms. Spencer gave a report on **Commissioner King's Common Core** session held in Binghamton CSD's West Middle School on November 25, 2013.

Other Items:

1. Assemblymen Palmesano and Friend are holding a **Southern Tier Forum** on Thursday, December 5, 2013, 4:00-7:00 p.m. at the Corning-Painted Post CSD's East High School Cafeteria regarding Common Core.
2. "**Leadership in the Nation's Most Rapidly Improving School**" session by Bill Daggett was held on December 2, 2013.
3. **Policy Committee** meeting is scheduled for: Tuesday, January 7, 2014, at 4:00 p.m. at the Coopers Campus in Building 8, DL room.

EXECUTIVE SESSION**14-054**

Upon the motion of Dickson, seconded by Everett, it is resolved to move to executive session at 6:50 p.m. to discuss 9 employment history matters concerning particular persons and 6 legal matters.

CARRIED UNANIMOUSLY

OPEN SESSION**14-055**

Upon the motion of Dickson, seconded by Buckley, it is resolved to move to open session at 7:29 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT**14-056**

Upon the motion of Dickson, seconded by Apgar, it is resolved to adjourn the meeting at 7:30 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Regular	01/07/14, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	02/04/14, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

dlh
December 4, 2013

Doretta L. Hughson
Board Clerk