

**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 Coopers Education Center, Bldg. 8, Distance Learning Room	February 3, 2015 5:30 p.m.
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PRESENT: Apgar, Bulkley, Dlugos, Everett, Keddell, Learn, Lemmon, Moss and Scott.

ABSENT: Peoples and Wheeler.

ALSO PRESENT: District Superintendent Frame; Cabinet Members: Bentley, Drake, Johnson, Manning, Moschetti, Munson, Perry, Pierce and Weinman; Board Clerk Hughson.

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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 5:35 p.m.

2. PRIVILEGE OF THE FLOOR

Board Member Moss: Thank you note from Dorie Hughson.

District Superintendent Frame: Presented Board Member Robert Everett with a certificate from NYS School Boards Association for Excellence in Level II Achievement.

Board President Keddell: Gave a tribute to the Cabinet for participation in the Honor Guard for Mimi Heher.

3. ACCEPTANCE OF THE AGENDA

15-082

Upon the motion of Apgar, seconded by Bulkley, it is resolved to accept the agenda with addenda to item 5 C-1.

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

15-083

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 – January 6, 2015.

B. Treasurer's Reports

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

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

CARRIED UNANIMOUSLY

5. FINANCE**15-084**

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

A. General Fund Establishments and Adjustments.**1. Budget Establishments for 2014-15:**

Item#	CoSer #	Title	In the Amount of
103-15	432.495	Distance Learning w/WFL BOCES	\$ 2,103
104-15	535.499	Equipment Repair w/CAEW BOCES	\$ 8,199
105-15	569.495	Fingerprinting w/WFL BOCES	\$ 315

These establishments will be supported as follows:

103-15	432.495	Elmira: \$2,103
104-15	535.499	Canisteo-Greenwood: \$8,199
105-15	569.495	Bath: \$105, Canaseraga: \$105 and Hornell \$105

2. Budget Increases for 2014-15:

Item #	CoSer #	Title	Increase	From	To
106-15	250.499	Staffing 1:6:1 w/Cattaraugus-Allegany BOCES	\$ 23,067	\$ 227,239	\$ 250,306
107-15	416.494	Academic Programs Special Facilities w/Monroe 1	\$ 582	\$ 616	\$ 1,198
108-15	419.693	Academic Programs, Special Facilities w/TST	\$ 1,350	\$ 900	\$ 2,250
109-15	430.000	Distance Learning	\$ 2,208	\$ 566,566	\$ 568,774
110-15	512.000	Computer Service, Instructional	\$ 38,992	\$ 2,378,564	\$ 2,417,556
111-15	605.000	Computer Service Management	\$ 162,328	\$ 12,992,207	\$ 13,154,535
112-15	627.495	Staff Development: Clerical w/WFL BOCES	\$ 447	\$ 735	\$ 1,182
113-15	629.591	Computer Service/Management w/Erie 1	\$ 106,593	\$ 2,973,337	\$ 3,079,930
114-15	643.499	Negotiations (Labor Relations) w/CAEW	\$ 495	\$ 1,415	\$ 1,910

These increases will be supported as follows:

106-15	250.499	Canisteo-Greenwood: \$23,067
107-15	416.494	Hornell: \$582
108-15	419.693	Elmira: \$810 and Watkins Glen: \$540
109-15	430.000	Waverly: \$308 and Nassau BOCES: (Island Park School: \$1,900)
110-15	512.000	Watkins Glen: \$38,992
111-15	605.000	Campbell-Savona: \$22,671, Horseheads: \$22,228, Miscellaneous Revenue: \$26,783, E-Rate Revenue Districts: \$65,717 and E-Rate Revenue BOCES: \$24,929
112-15	627.495	Avoca: \$ 447
113-15	629.591	Addison: \$12,091, Alfred-Almond: \$1,612, Arkport: 68,258, Avoca: \$270, Bradford: \$400, Campbell-Savona: \$2,011, Canaseraga: \$70, Canisteo-Greenwood: \$5,308, Hammondsport: \$1,316, Hornell: \$15,088 and Prattsburgh: \$169
114-15	643.499	Hornell: \$495

3. Budget Decreases for 2014-15:

Item #	CoSer #	Title	Decrease	From	To
115-15	550.591	Computer Services, Instructional w/Erie 1 BOCES	\$ 45,645	\$ 973,177	\$ 927,532
116-15	616.594	Cooperative Bidding w/OCM BOCES	\$ 490	\$ 32,090	\$ 31,600
117-15	659.591	Planning Service/Management w/Erie 1 BOCES	\$ 4,795	\$ 61,083	\$ 56,288

These decreases will be supported as follows:

115-15	550.591	Addison: \$1,184, Alfred-Almond: \$1,120, Arkport (\$59,107), Avoca: (\$75), Bath: \$112, Canisteo-Greenwood: \$166 and Hornell: \$10,955
116-15	616.594	Watkins Glen: (\$490)
117-15	659.591	Arkport: (\$4,200) and Bath: (\$595)

4. Transfers within programs for 2014-15:

- Report of all fund transfers for the period 10/01/14-12/31/14 as attached.
- 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	A605-7710-200-8-00 Equipment		\$81,802
		A605-7710-204-8-00 Small Equipment	\$51,316	
		A605-7710-300-8-00 Supplies & Materials	\$7,804	
		A605-7710-400-8-00 Contract & Other	\$22,682	
		TOTAL	\$81,802	\$81,802

B. Federal Fund Establishments and Adjustments.**1. Budget Increase for 2014-15:**

- a. Summer Learning Experience budget is increased by \$3,628.11 from \$169,000.00 to \$172,628.11. This is the rollover amount from 2013-14.

C. Purchasing.

1. Permission to seek proposals for a managed Ethernet and/or dark fiber-wide area network (WAN) connection to the WNYRIC data center and to connect the five Hornell City School District school buildings to its data center. The purpose of this RFP is to maintain our current connection to WNYRIC to allow the districts that are currently on the WNYRIC network to access applications housed at GST BOCES Bush, BLDG 4 data center; and to allow the five school buildings of the Hornell City School District to connect to the Hornell City School District's data center.

D. Lease Approval.

1. Approval of the lease agreement, as attached, with North Presbyterian Church for office space for the Employee Assistance Program for the term March 1, 2015 through June 30, 2018.

E. Permission to Sell.

1. Request permission to sell the following two (2) BOCES fleet vehicles:

1998 Chevy Pickup	CT-15
2006 Ford Taurus	WA-51

F. Authorization to pay the following membership dues.

1. Hornell Area Chamber of Commerce dues in the amount of \$200.00 for the 2015 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
2. NYS School Boards Association membership dues in the amount of \$10,748.00 for the 2015 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

G. Approval of Cost Methodology for 2015-16 as attached.CARRIED UNANIMOUSLY**6. PERSONNEL****15-085**

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

A. Retirements

1. Krista Wright, Position: Teacher, Special Education, Effective: end of day February 24, 2015, Date of Hire: September 1, 1990.
2. Cinda Dodge, Position: Teacher, Nurse's Assisting, Effective: June 30, 2015, Date of Hire: November 19, 1984.

B. Resignations

1. Melody Clearwater, Position: Teaching Assistant, Effective: January 19, 2015, Date of Hire: September 2, 2014.
2. Helen Meyers, Position: Registered Professional Nurse, Effective: January 20, 2015, Date of Hire: September 2, 2014.
3. Mary Nauseef, Position: Registered Professional Nurse, Effective: end of day January 23, 2015, Date of Hire: October 28, 2014.
4. Beverly Matern, Position: Career Education Resource Specialist, Effective: end of day January 26, 2015, Date of Hire: January 23, 2007.
5. Victor Goldman, Position: Supervisor of Printing Services, Effective: end of day February 27, 2015, Date of Hire: July 15, 2013.
6. April Moore, Position: Cook Manager, Effective: end of day February 27, 2015, Date of Hire: October 17, 2011.

C. Decrease to Position

1. Teacher, Deaf and Hearing Impaired, one 10 month, school calendar position, decreased from 1.0 FTE to .87 FTE, effective January 5, 2015, due to the decrease in districts' requests for services.

D. Decrease in Assignment

1. Carolyn Parker, Position: Teacher, Deaf and Hearing Impaired, Effective: January 5, 2015, Decrease: from 1.0 FTE to .87 FTE, Salary: \$57,978.00 per year, prorated.

E. Change from Civil Service Provisional Appointment to Probationary Appointment, due to successful passing of Civil Service Exam

1. Meachele Manchester, Position: Grant Writing Supervisor, full-time (1.0 FTE), 12 month, Civil Service Competitive, Probationary appointment, Effective: January 6, 2015, Probationary Period: January 6, 2015 through January 5, 2016, Civil Service List #: 74572, Salary: \$69,836.00 per year (provisional appointment February 17, 2014).
2. Sara Courson, Position: Education Grant Specialist, full-time (1.0 FTE), 12 month, Civil Service Competitive, Probationary appointment, Effective: January 6, 2015, Probationary Period: January 6, 2015 through January 5, 2016, Civil Service List #: 63294, Salary: \$46,215.00 per year (provisional appointment March 17, 2014).
3. Fiona O'Connor, Position: Education Grant Specialist, full-time (1.0 FTE), 12 month, Civil Service Competitive, Probationary appointment, Effective: January 7, 2015, Probationary Period: January 7, 2015 through January 6, 2016, Civil

Service List #: 63294, Salary: \$45,000.00 per year, prorated (provisional appointment January 5, 2015).

F. Civil Service Permanent Appointments, due to successful completion of Probationary Period, no change in salary:

1. Teresa Goldthwait, Position: Purchasing Coordinator, Permanent Date: February 24, 2015.
2. Alonzo Toby, Position: Network Technology Specialist, Permanent Date: March 3, 2015.

G. Creation of Positions

1. Teacher, Special Education, one full-time (1.0 FTE), 10 month, school calendar position, Bush Education Center, effective January 20, 2015.
2. Teacher, Speech and Hearing Handicapped, one part-time (.8 FTE), 10 month, school calendar position, Corning-Painted Post CSD host site, effective February 9, 2015.
3. Teaching Assistant, one full-time (1.0 FTE), 10 month, school calendar position, Bush Education Center, effective January 20, 2015.
4. Licensed Practical Nurse, one full-time (1.0 FTE), 10 month, school calendar position, Ernie Davis Academy, Elmira CSD, effective February 2, 2015.
5. Teacher Aide, one part-time (.5 FTE), 10 month, school calendar position, Coopers Education Center, effective January 5, 2015.

H. Change from Temporary Appointment to Tenured Appointment

1. Chris Sancomb, Position: Teacher, Physical Education, full-time (1.0 FTE), 10 month, school calendar position, Tenured appointment, Effective: January 9, 2015, Tenure Area: Physical Education, Certification: Physical Education, Permanent, September 1, 2002, Salary: \$71,893.00 per year (step 19 + Credit Hour Stipend + Degree Stipend + Certification Stipend).

I. Appointments

1. Sara Fontana, Position: Supervisor of Instructional Support Services, full-time (1.0 FTE), 12 month position, Probationary appointment, Effective: March 13, 2015, Tenure Area: Supervisor of Instructional Support Services, Certification: School District Leader, Professional, February 1, 2008, Probationary Period: March 13, 2015 through March 12, 2018, Salary: \$85,000.00 per year, prorated.
2. Melody Clearwater, Position: Teacher, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: January 20, 2015, Tenure Area: Education of Children with Handicapping Conditions – General Special Education, Certification: Students with Disabilities (Grades 1-6), Professional, August 9, 2014, Probationary Period: January 20, 2015 through January 19, 2018, Salary: \$48,451.00 per year, prorated (step 3 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend).
3. Cynthia Driscoll, Position: Teacher, part-time (.8 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 9, 2015, Certification: Speech and Hearing Handicapped, Permanent, September 1,

- 2004, Salary: \$58,706.00 per year, prorated (step 10 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend).
4. Patricia Kelly, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: January 20, 2015, Tenure Area: Teaching Assistant, Certification: Childhood Education (grades 1-6), Initial, September 1, 2013 through August 31, 2018, Probationary Period: January 20, 2015 through January 19, 2018, Salary: \$30,404.00 per year, prorated (step 1 + Credit Hour Stipend).
 5. Jennifer Hakes, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 2, 2015, Tenure Area: Teaching Assistant, Certification: Teaching Assistant, Level 1, October 3, 2014 through January 31, 2018, Probationary Period: February 2, 2015 through February 1, 2018, Salary: \$29,884.00 per year, prorated (step 1 + Credit Hour Stipend).
 6. Laura Clark, Position: Education Grant Specialist, full-time (1.0 FTE), 12 month, Competitive Civil Service, List # 63294, Probationary appointment, Effective: February 12, 2015, Probationary Period: February 12, 2015 through February 11, 2016, Salary: \$42,000.00 per year, prorated.
 7. Margaret Vansant, Position: Licensed Practical Nurse, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: January 26, 2015, Probationary Period: January 26, 2015 through April 4, 2016, Salary: \$15.78 per hour (step 4, grade 3).
 8. Alissa Faber, Position: Licensed Practical Nurse, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: February 2, 2015, Probationary Period: February 2, 2015 through April 11, 2016, Salary: \$15.29 per hour (step 2, grade 3).
 9. MaryAnn Hitchcock, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: January 5, 2015, Probationary Period: January 5, 2015 through March 7, 2016, Salary: \$8.82 per hour.
 10. Matthew Hibbard, Position: Teacher Aide, part-time (.5 FTE), 10 month, school calendar position, Probationary appointment, Effective: January 5, 2015, Probationary Period: January 5, 2015 through March 7, 2016, Salary: \$8.82 per hour.

J. Temporary Appointments

1. Stacy Klug, Position: Occupational Therapist, part-time (.76 FTE), 10 month, school calendar position, Temporary appointment, pending the return of employee on leave of absence, Effective: January 5, 2015 through June 25, 2015, License: Occupational Therapist Registration Certificate, July 23, 2014 through June 30, 2017, Salary: \$48,159.00 per year, prorated (step 2 + Credit Hour Stipend).
2. Beverly Matern, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Temporary appointment, pending completion of certification requirements, Effective: January 28, 2015 through June 25, 2015, Tenure Area: Teaching Assistant, Certification: Teaching Assistant, Level 1 certification requirements pending, Salary: \$24,944.00 per year, prorated (step 1).

K. Annual Appointments

1. Skills USA Advisors, Stipend of \$1247.00 per year, prorated, effective January 5, 2015 through June 25, 2015
 - a. Wildwood Education Center
 1. Courtney Post

L. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

- A.** Presentation by Dr. Katherine P. Douglas, President of Corning Community College regarding the **college facilities' master plan** was postponed due to a conflicting meeting.

B. Administrative Budget.

Mr. Pierce presented the GST BOCES Administrative Budget for 2015-2016.

15-086

Field Trips

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

- C.** Field trip for Wildwood Education Center, Heavy Equipment program as attached.
- D.** Field trip for Wildwood Education Center, New Vision Medical program as attached.
- E.** Field trip for Coopers Education Center, New Vision Medical program as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT**A. Board Retreat**

Board Retreat is scheduled for March 3, 2015, 3:00-5:00 p.m. at the Coopers Education Center, Building 8, in the Distance Learning Room. Ideas for discussion as follows:

1. District Superintendent's Evaluation form.
2. Jim Frame's learnings from his component district visitations.
3. Need for program public relations.
4. Need for student interest for present and future programs.
5. Trade training/community colleges.
6. Do we have a process to decide what courses to offer to students?
7. Survey businesses for needs from our students.
8. Discuss Adult Education offerings.

9. SUPERINTENDENT'S REPORT**Rental Facilities**

Mr. Bentley shared information regarding the rental of facilities for the Science Center, Print Shop and Central Business Office.

Letter Honoring Brian Bentley

District Superintendent Frame read a letter honoring Brian Bentley for his involvement with the revised Civil Service Test.

A. SED

District Superintendent Frame discussed the following items from SED:

- Wednesday, February 25, 2015 is the BOCES Legislative date in Albany.
- State of the State budget.
- New York State budget needs to be settled by April 1, 2015.
- SMART Schools Bond Act.
- School District Efficiency Plans are due in June 2015.
- Flexibility on Regents exams.
- Fingerprinting will change to a private company August 2015. Two week shut down will be July 15, 2015 to August 1, 2015.
- New Emergency Drills in 2015-2016.
- SED is doing search for new Commissioner of Education. Looking to have a person on board by May 2015.
- New York Regents vacancies.
- Facilities project approvals are six months behind.

Other Items

- Complimented Cabinet on the BOCES Budget process.
- District Superintendent Frame is serving on a new Economic committee.
- BOCES is beginning to provide services to municipalities.
- Working on re-establishing the shared services initiative to purchase heavy equipment.

EXECUTIVE SESSION**15-087**

Upon the motion of Apgar, seconded by Bulkley, it is resolved to move to executive session at 6:42 p.m. to discuss one employment history matter concerning a particular persons and three legal matters.

CARRIED UNANIMOUSLY

OPEN SESSION**15-088**

Upon the motion of Learn, seconded by Everett, it is resolved to move to open session at 6:54 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT**15-089**

Upon the motion of Moss, seconded by Apgar, it is resolved to adjourn the meeting at 6:55 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Board Retreat	03/03/15, 3:00-5:00 p.m.	Coopers Education Ctr., Bldg. 8, DL Room
Regular	03/03/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room
Regular	04/07/15, 5:00 p.m.	Coopers Education Ctr., Bldg. 7, Room TBD
Annual	04/07/15, 6:30 p.m.	Coopers Education Ctr., Bldg. 7, Cafeteria

Respectfully Submitted,

dlh
February 4, 2015

Doretta L. Hughson
Board Clerk