

**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**

**April 7, 2015**

**Coopers Education Center, Bldg. 7, Nursing Room**

**5:00 p.m.**

**PRESENT:** Apgar, Bulkley, Dlugos, Everett, Keddell, Learn, Lemmon, Peoples, Scott and Wheeler.

**ABSENT:** Moss.

**ALSO PRESENT:** District Superintendent Frame; Cabinet Members: Bentley, Drake, Johnson, Munson, Perry, Pierce and Weinman; Board Clerk Hughson; BOCES Students: Rebecca Bouton and William Harris (A: 5:20 p.m.; D: 5:30 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 5:01 p.m.

**2. PRIVILEGE OF THE FLOOR**

Board Member Learn requested a review of the NYSCOSS comparison document of the Governor, Senate and Assembly relative to the NYS budget.

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

**15-101**

Upon the motion of Apgar, seconded by Everett, it is resolved to accept the agenda with the revision to item 4-C and 6-H-1.

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**15-102**

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

**A. Approval of Minutes**

1. Board Retreat – March 18, 2015
2. Regular Board Meeting – March 18, 2015.

**B. Treasurer's Reports**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – February 2015.

**C. Internal Claims Auditor's Report Revised – February 2015 as attached.**

**CARRIED UNANIMOUSLY**

**5. FINANCE**

**15-103**

Upon the recommendation of the Superintendent, and on the motion of Learn, seconded by Scott, 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
136-15	302.494	Itinerant Handicapped: Other w/Monroe1 BOCES	\$ 76
137-15	405.599	Equivalent Attendance w/Broome BOCES	\$ 80
138-15	441.495	Summer School Driver Ed w/WFL BOCES	\$ 1,123
139-15	653.594	Computer Service w/OCM BOCES	\$ 625
140-15	669.693	Energy Management w/TST BOCES	\$ 19,057

These establishments will be supported as follows:

136-15	302.494	Corning: \$76
137-15	405.599	Waverly: \$80
138-15	441.495	Hammondsport: \$1,123
139-15	653.594	Spencer-Van Etten: \$625
140-15	669.693	Elmira: \$19,057

#### **2. Budget Increases for 2014-15:**

Item #	CoSer #	Title	Increase	From	To
141-15	101.000	Career and Technical Education	\$ 57,815	\$15,591,027	\$15,648,842
142-15	250.499	Staffing 1:6:1 w/Cattaraugus-Allegany BOCES	\$ 1,665	\$ 250,306	\$ 251,971
143-15	401.000	Arts in Education	\$ 1,200	\$ 382,599	\$ 383,799
144-15	416.494	Academic Programs, Sp Facilities w/Monroe 1	\$ 496	\$ 1,934	\$ 2,430
145-15	421.594	Academic Programs, Sp Facilities w/OCM	\$ 1,380	\$ 644	\$ 2,024
146-15	430.000	Distance Learning	\$ 3,000	\$ 580,379	\$ 583,379
147-15	511.000	Printing	\$ 40,491	\$ 892,837	\$ 933,328
148-15	512.000	Computer Service, Instructional	\$ 79,500	\$ 2,470,620	\$ 2,550,120
149-15	605.000	Computer Service: Management	\$ 27,059	\$13,321,703	\$13,348,762
150-15	631.694	Computer Service, Management w/E. Suffolk	\$ 7	\$ 16,406	\$ 16,413

These increases will be supported as follows:

141-15	101.000	Misc. Revenue: \$57,815
142-15	250.499	Canisteo-Greenwood: \$1,665
143-15	401.000	Arkport: \$1,200
144-15	416.494	Bath: \$461, and Canisteo-Greenwood: \$35
145-15	421.594	Campbell-Savona: \$1,380
146-15	430.000	Dutchess BOCES (Pine Plains: \$3,000)
147-15	511.000	Addison: \$559, Alfred-Almond: \$184, Arkport: \$279, Avoca: \$234, Bath: \$1,290, Bradford: \$206, Campbell-Savona: \$770, Canisteo-Greenwood: \$118, Corning: \$14,112, Elmira: \$12,291, Elmira Heights: \$445, Hammondsport: \$117, Hornell: \$102, Horseheads: \$2,473, Jasper-Troupsburg: \$145, Odessa-Montour: \$260, Prattsburgh: \$583, Spencer-Van Etten: \$372, Watkins Glen: \$121, Waverly: \$1,550 and Misc. Revenue: \$4,280
148-15	512.000	Horseheads: \$79,500
149-15	605.000	Hammondsport: \$17,863 and Miscellaneous Revenue (SAVE, DASA, Schuyler County): \$9,196
150-15	631.694	Horseheads: \$7

#### **3. Budget Decreases for 2014-15:**

Item #	CoSer #	Title	Decrease	From	To
151-15	251.493	Staffing 1:6:1 w/GV BOCES	\$ 31,982	\$ 362,684	\$ 330,702
152-15	336.494	Itinerant-Interpreter for the Deaf w/Monroe 2	\$ 28,209	\$ 28,209	\$ 0
153-15	433.496	Distance Learning w/Monroe 2 BOCES	\$ 4,340	\$ 4,340	\$ 0
154-15	538.496	Test Scoring w/Monroe 2 BOCES	\$ 6,000	\$ 6,000	\$ 0
155-15	545.496	School/Curriculum Improvement w/Monroe 2	\$ 14,038	\$ 14,038	\$ 0
156-15	556.693	Model Schools w/TST BOCES	\$ 795	\$ 795	\$ 0
157-15	559.693	Substance Abuse Info. w/TST BOCES	\$ 28,794	\$ 28,794	\$ 0
158-15	635.493	Negotiations w/GV BOCES	\$ 1,603	\$ 20,043	\$ 18,440
159-15	637.493	Cooperative Bidding -Food Service w/GV BOCES	\$ 215	\$ 215	\$ 0
160-15	640.495	Recruiting Service-Advertising w/WL BOCES	\$ 8,000	\$ 8,000	\$ 0
161-15	641.496	Recruiting Service w/Monroe 2 BOCES	\$ 829	\$ 6,089	\$ 5,260

These decreases will be supported as follows:

151-15	251.493	Arkport: (\$25,462) and Avoca: (\$6,520)
152-15	336.494	Elmira: (\$28,209)

153-15	433.496	Bath: (\$4,340)
154-15	538.496	Odessa-Montour (\$6,000)
155-15	545.496	Elmira: (\$10,000) and Waverly: (\$4,038)
156-15	556.693	Corning: (\$795)
157-15	559.693	Spencer-Van Etten: (\$14,397) and Waverly: (\$14,397)
158-15	635.493	Canaseraga: (\$1,603)
159-15	637.493	Bath: (\$215)
160-15	640.495	Corning: (\$8,000)
161-15	641.496	Homell: (\$829)

#### 4. Transfers within programs for 2014-15:

##### 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>
101	Career & Technical Education	A101-3869-150-0-00 Certified Salaries		\$15,121
		A101-3020-160-0-02 N-I Salaries	\$15,121	
		<b>TOTAL</b>	<b>\$15,121</b>	<b>\$15,121</b>
403	Alternative Education Program	A403-5873-816-4-00 Health Insurance		\$17,752
		A403-5873-816-0-00 Health Insurance	\$17,752	
		<b>TOTAL</b>	<b>\$17,752</b>	<b>\$17,752</b>
415	Summer School	A415-5875-160-0-03 N-I Salaries		\$4,457
		A415-5875-150-0-05 Certified Salaries		\$3,427
		A415-5875-490-0-00 Other Schools/BOCES		\$2,980
		A415-5875-150-0-00 Certified Salaries	\$10,864	
		<b>TOTAL</b>	<b>\$10,864</b>	<b>\$10,864</b>
430	Distance Learning	A430-5877-150-B-00 Certified Salaries		\$18,532
		A430-5877-160-B-00 N-I Salaries	\$18,532	
		<b>TOTAL</b>	<b>\$18,532</b>	<b>\$18,532</b>
605	Computer Service: Management	A605-7710-400-8-17 Contract & Other		\$2,750
		A605-7710-400-E-17 Contract & Other		\$8,187
		A605-7710-200-8-01 Equipment		\$31,552
		A605-7710-160-9-09 N-I Salaries		\$29,354
		A605-7710-816-A-00 Health Insurance		\$15,355
		A605-7710-816-3-09 Health Insurance		\$11,465
		A605-7710-204-8-17 Small Equipment	\$10,937	
		A605-7710-301-8-01 Other Supplies	\$20,000	
		A605-7710-200-S-01 Equipment	\$11,552	
		A605-7710-166-9-09 N-I Temp/Repair	\$46,114	
		A605-7710-816-9-09 Health Insurance	\$10,060	
		<b>TOTAL</b>	<b>\$98,663</b>	<b>\$98,663</b>
612	Business Office Support	A-612-7017-160-0-01 N-I Staff Salaries		\$30,000
		A-612-7017-816-0-09 Health Insurance		\$13,000
		A-612-7017-821-0-09 Vision Insurance	\$500	
		A-612-7017-150-0-01 Inst. Staff Salaries	\$30,000	
		A-612-7017-822-0-09 HRA Admin	\$2,000	
		A-612-7017-824-0-09 Dental Insurance	\$10,500	
		<b>TOTAL</b>	<b>\$43,000</b>	<b>\$43,000</b>
701	Operations & Maintenance	A701-8010-200-2-02 Equipment		\$13,700
		A701-8010-200-1-01 Equipment		\$5,000
		A701-8010-200-1-00 Equipment		\$4,000
		A701-8010-206-3-00 Vehicle Purchase	\$22,700	
		<b>TOTAL</b>	<b>\$22,700</b>	<b>\$22,700</b>

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

##### 1. Grant Acceptances and Budget Establishments for 2014-15:

- a. Regional Special Education Technical Assistance Support Centers (RSE-TASC Part I) Grant is accepted and the budget established in the amount of \$1,216,692 for the period July 1, 2014 through June 30, 2015 as attached. Approval was received on March 18, 2015.

- b. Regional Special Education Technical Assistance Support Centers (RSE-TASC Part II) Grant is accepted and the budget established in the amount of \$453,329 for the period July 1, 2014 through June 30, 2015 as attached. Approval was received on March 13, 2015.

2. Budget Increase for 2014-15:

- a. Comprehensive Health and Wellness budget is increased by \$3,255.11 from \$8,334.08 to \$11,589.19. This is due to additional revenues from DASA registration fees to cover trainer costs.

**C. 2013-2014 Audit Report.**

1. Acceptance of the revised 2013-2014 Audit Report of the OMB Circular A-133, Schedule of Expenditures of Federal Awards for Schuyler-Steuben-Chemung-Tioga-Allegany BOCES as attached.

**D. Purchasing.**

1. Approval of Resolution, as attached, to bid to purchase the following: Grocery, paper, equipment, milk, ice cream, produce, bread and chemical products for 2015-2016 for various component and non-component districts in the Food Service Management Program and BOCES programs.
2. Approval of Resolution, as attached, for an Installment Purchase Agreement for Computers and Promethean Boards in the amount of \$90,000 for Addison Central School District.
3. Award of cooperative bid for the purchase of Art & School Supplies for Addison, Arkport, Canaseraga, Canisteo-Greenwood, Hammondsport, Jasper-Troupsburg and Prattsburgh school districts based on lowest bid meeting specifications for each line item as attached.

Bids were opened March 6, 2015 at 2:00 PM and the following bids were received:

a) Art and School Supplies

1. Kurtz Bros., 400 Reed Street, PO Box 392, Clearfield, PA 16830
  2. NASCO, 901 Janesville Ave., Fort Atkinson, WI 53538
  3. S&S Worldwide, PO Box 513, Colchester, CT 06415-0513
  4. School Specialty, PO Box 1579, Appleton, WI 54912-1579
  5. Triarco Arts & Crafts, Inc., 2600 Fernbrook Lane, Suite 100, Plymouth, MN 55447-4823
  6. Cascade School Supplies, 1 Brown Street, PO Box 780, North Adams, MA 01247-0780
4. Award of cooperative bid for the purchase of Science Supplies for Addison, Arkport, Canaseraga, Canisteo-Greenwood, Hammondsport, Jasper-

Troupsburg and Prattsburgh school districts based on lowest bid meeting specifications for each line item as attached.

Bids were opened March 6, 2015 at 2:00 PM and the following bids were received:

a) Science Supplies

1. Carolina Biological Supply Co., 2700 York Road, Burlington, NC 27215
  2. Fisher Scientific, PO Box 360153, Pittsburgh, PA 15250-6153
  3. Frey Scientific, 80 Northwest Blvd., Nashua, NH 03063
5. Award of RFP to Empire Access for Hornell City School District Fiber Interconnect, as attached.
6. Request permission to participate in a cooperative RFP for annual financing for lease/purchase (installment purchase) contracts with Onondaga-Cortland-Madison BOCES, Madison-Oneida BOCES, Delaware-Chenango-Madison-Oneida BOCES and Greater Southern Tier BOCES. Onondaga-Cortland-Madison BOCES is coordinating the RFP.
7. Permission to bid to purchase Mini Hydraulic Excavator with Trade In for CTE Conservation Program at Bush Campus.
8. Permission to bid to purchase Compact Motor Grader for CTE Conservation Program at Bush Campus.

E. No item 5-E.

F. Fund Surplus Resolution Agreement and Release.

1. Approve the Fund Surplus Resolution Agreement and Release with Questar III BOCES as attached.

G. Acceptance of Donated Items.

1. Various hand tools (grinders, drills, wrenches and saws) to Bush Conservation Program from Tractor Supply Co., 1020 Center Street, Horseheads, NY 14845.

H. Permission to Sell by Bid.

1. Request permission to sell the following two (2) vehicles which were purchased and repaired by the Bush Campus Auto Body class:

2010 Ford Focus  
2008 Chevrolet Impala

CARRIED UNANIMOUSLY

**6. PERSONNEL****15-104**

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

**A. Retirements**

1. Jeanne Randall, Position: Teacher, Special Education, Effective: end of day March 27, 2015, Date of Hire: September 1, 1985.
2. Kathleen Laughlin, Position: Teacher Aide, Effective: end of day June 25, 2015, Date of Hire: September 1, 1994.
3. Kevin Webster, Position: Custodian, Effective: end of day June 26, 2015, Date of Hire: May 22, 2000.
4. Susan Messemer, Position: Teacher Aide, Effective: June 30, 2015, Date of Hire: October 9, 2001.
5. Kathryn Bailey, Position: Teacher Aide, Effective: June 30, 2015, Date of Hire: January 6, 1992.
6. Rita Bond, Position: Teacher Aide, Effective: June 30, 2015, Date of Hire: September 10, 1986.
7. Kathleen Dwyer, Position: School Social Worker, Effective: June 30, 2015, Date of Hire: January 5, 1987.
8. John Wagner, Position: Account Clerk, Effective: July 6, 2015, Date of Hire: January 10, 2002.

**B. Resignations**

1. Matthew Hibbard, Position: Teacher Aide, Effective: end of day March 20, 2015, Date of Hire: January 5, 2015.
2. Susan Wheeler, Position: Teacher Aide, Effective: end of day April 3, 2015, Date of Hire: February 3, 2014.
3. Debra O'Brian, Position: Teacher Aide, Effective: April 1, 2015, Date of Hire: March 23, 2010.

**C. Rescind Recall, from March 3, 2015 BOE agenda, Item D, to correct from Tenured appointment to **Probationary** appointment**

1. Olivia Cavaluzzi, Position: School Social Worker, full-time (1.0 FTE), 10 month, school calendar position, Tenured appointment, Effective: February 23, 2015, Tenure Area: School Social Worker, Certification Status: School Social Worker, Permanent, September 1, 2012; Licensed Master of Social Worker, Registration Certificate, August 16, 2010 through July 31, 2015, Salary: \$50,218.00 per year, prorated (step 5 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend).

**D. Recall**

1. Olivia Cavaluzzi, Position: School Social Worker, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 23, 2015, Tenure Area: School Social Worker, Certification Status: School Social Worker, Permanent, September 1, 2012; Licensed Master of Social Worker,

Registration Certificate, August 16, 2010 through July 31, 2015, Probationary Period: continued through February 22, 2016 (completed two years prior to lay off), Salary: \$50,218.00 per year, prorated (step 5 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend).

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

1. Tyler Comstock, Position: Computer Programmer Analyst, full-time (1.0 FTE), 12 month position, Civil Service Competitive, Probationary appointment, Effective: March 12, 2015, Probationary Period: March 12, 2015 through March 11, 2016, Civil Service List #: 17440, Salary: \$36,500.00 per year, prorated.

**F. Change from Temporary Appointment to Probationary Appointment**, due to successful completion of certification requirements

1. Kelley Meade, Position: Staff Development Coordinator, full-time (1.0 FTE), 12 month position, Probationary appointment, Effective: February 1, 2014, Tenure Area: Staff Development Coordinator, Certification: School Building Leader, Initial, February 1, 2014 through January 31, 2019, Probationary Period: February 1, 2014 through January 31, 2017, Salary: \$70,863.00 per year.
2. Beverly Matern, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 26, 2015, Tenure Area: Teaching Assistant, Certification: Teaching Assistant, Level I, February 26, 2015 through January 31, 2018, Probationary Period: February 26, 2015 through February 25, 2018, Salary: \$30,352.00 per year, prorated (step 1 + Credit Hour Stipend).
3. Joann Phillips, Position: Teacher, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment, Effective: February 26, 2015, Tenure Area: Nurse's Assisting, Certification: Nurse's Assisting 7-12, Transitional A, February 26, 2015 through January 31, 2018, Probationary Period: February 26, 2015 through February 25, 2018, Salary: \$53,178.00 per year, prorated (step 10).

**G. Increase to Position**

1. Teacher Aide, one 10 month, school calendar position, increased from .5 FTE to 1.0 FTE, effective March 23, 2015 through June 25, 2015, due a resignation from a temporary position.

**H. Increase in Assignment**

1. Susan Hamilton, Position: Teacher Aide, Effective: March 23, 2015 through June 25, 2015, Increase: from .5 FTE to 1.0 FTE, Salary: \$8.82 per hour.

**I. Appointments**

1. Kendra Clark, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, Probationary appointment, Effective: March 20, 2015, Probationary Period: March 20, 2015 through May 27, 2016, Salary: \$8.82 per hour.

2. Ben Kathan, Position: Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List Continuous Recruitment, Effective: March 23, 2015, Probationary Period: March 23, 2015 through March 22, 2016, Salary: \$35,200.00 per year, prorated.
3. Christopher Mayer, Position: Network Technology Specialist, full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List Continuous Recruitment, Effective: March 31, 2015, Probationary Period: March 31, 2015 through March 30, 2016, Salary: \$33,500.00 per year, prorated.

#### **J. Temporary Appointments**

1. Laurie Bush, Position: Teaching Assistant, full-time (1.0 FTE), 10 month, school calendar position, Temporary appointment, pending completion of NYS Certification requirements, Effective: February 23, 2015 through June 25, 2015, Certification: Teaching Assistant, Level I required, Salary: \$24,944.00, prorated (step 1).
2. Melissa Brenzo, Position: Teacher, full-time (1.0 FTE), 10 month, school calendar position, Temporary appointment, through current school year only, Effective: April 6, 2015 through June 25, 2015, Certification: Students with Disabilities (grades 5-9), Generalist, Initial; September 1, 2010 thru August 31, 2015, Salary: \$44,705.00 per year, prorated (step 1 + Credit Hour Stipend + Degree Stipend + Special Education Stipend).

#### **K. Report of Temporary and Substitute Personnel** as attached.

**CARRIED UNANIMOUSLY**

### **7. PROGRAM**

- A. Criminal Justice program** trip to Washington, D.C. Students Rebecca Bouton and William Harris shared information regarding their Senior Class trip to Washington, D.C. The Board Members invited them to report back upon their return.

#### **Field Trips**

**15-105**

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

- B.** Field trip for Wildwood Education Center, Skills USA program as attached.
- C.** Field trip for Wildwood Education Center, Alternative Education program as attached.
- D.** Field trip for Bush Education Center, Culinary Arts program as attached.

**CARRIED UNANIMOUSLY**



**8. BOARD PRESIDENT'S REPORT**

- A. President Keddell discussed the education vision of a group of Superintendents from Connecticut relative to our regional districts.

**9. SUPERINTENDENT'S REPORT**

- A. **SED** update – District Superintendent Frame shared a handout regarding the Governor's New York State budget.

**B. Other Items:**

- Annual Meeting on April 7, 2015.
- Canaseraga CSD is beginning a search for an Interim Superintendent.
- Horseheads CSD is beginning a search for a new Superintendent.
- GST BOCES will begin providing Computer Services to Schuyler County.
- GST BOCES may provide Grant Services to Corning Community College.

**EXECUTIVE SESSION****15-106**

Upon the motion of Dlugos, seconded by Apgar, it is resolved to move to executive session at 5:30 p.m. to discuss three employment history matters concerning particular persons.

CARRIED UNANIMOUSLY**OPEN SESSION****15-107**

Upon the motion of Learn, seconded by Bulkley, it is resolved to move to open session at 5:38 p.m.

CARRIED UNANIMOUSLY**10. ADJOURNMENT****15-108**

Upon the motion of Scott, seconded by Apgar, it is resolved to adjourn the meeting at 5:39 p.m.

CARRIED UNANIMOUSLY**Next Meetings**

Meeting	Date/Time	Location
Regular	05/05/15, 5:30 p.m.	Campbell-Savona CSD, High School, Room 1058
Regular	06/02/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8, DL Room

Respectfully Submitted,

dlh  
April 8, 2015

Doretta L. Hughson  
Board Clerk