

**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

<b>Regular Board Meeting</b> <b>Coopers Education Center, Bldg. 8, Distance Learning Room</b>	<b>December 9, 2014</b> <b>5:30 p.m.</b> <b>(postponed from</b> <b>December 2, 2014)</b>
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**PRESENT:** Apgar, Bulkley, Dlugos, Everett, Keddell, Learn, Lemmon, Moss, Scott and Wheeler.

**ABSENT:** Peoples, Hughson.

**ALSO PRESENT:** District Superintendent Frame; Cabinet Members: Drake\*, Johnson, Moschetti\*, Munson, Pierce\*, Spencer\* and Weinman\*; Deputy Board Clerk Hazzard; Linda Perry\*; Stephanie Stephens, Principal of Special Education\*; (\* D: 5:58 p.m.); Mary Campbell\*, Teaching Assistant, Culinary Arts.

**GUESTS:** None.

\* \* \* \* \*

Chef Mecum and her assistant, Mr. Freeland, introduced their Culinary Arts program students who prepared and served dinner to the Board. Principal Fuller-Sincock presented each of the Board Members with a Christmas tree made by the students in Mr. Lederman's welding class.

**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 Apgar thanked the Board for the Christmas cactus and the get well cards she received after her recent surgery.

**3. ACCEPTANCE OF THE AGENDA**

Upon the motion of Apgar, seconded by Dlugos, it is resolved to accept the agenda. **15-064**  
**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

Upon the motion of Learn, seconded by Bulkley, it is resolved to approve the following consensus items: **15-065**

**A. Approval of Minutes**

1. Regular Board Meeting – November 4, 2014.
2. Special Board Meeting – November 25, 2014.

**B. Treasurer's Reports**

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

**C. Internal Claims Auditor's Reports – October 2014 as attached.****CARRIED UNANIMOUSLY****5. FINANCE****15-066**

Upon the recommendation of the District Superintendent, and on the motion of Dlugos, 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
060-15	342.494	Itinerant-Physical Therapy w/Monroe 1 BOCES	\$ 5,064
061-15	416.494	Academic Programs, Special Facilities w/Monroe 1 BOCES	\$ 274
062-15	421.594	Academic Programs, Special Facilities w/OCM BOCES	\$ 460
063-15	529.499	Printing w/CAEW BOCES	\$ 37
064-15	568.596	Model Schools w/Albany BOCES	\$ 1,040
065-15	634.495	Staff Development: Bus Drivers w/WFL BOCES	\$ 859
066-15	651.495	Computer Service Management w/WFL BOCES	\$ 1,196

These establishments will be supported as follows:

060-15	342.494	Avoca: \$5,064
061-15	416.494	Canisteeo-Greenwood: \$274
062-15	421.594	Watkins Glen: \$460
063-15	529.499	Alfred-Almond: \$37
064-15	568.596	Bath: \$1,040
065-15	634.495	Avoca: \$437 and Bath: \$422
066-15	651.495	Canisteeo-Greenwood: \$1,196

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

Item #	CoSer #	Title	Increase	From	To
067-15	101.000	Career and Technical Education	\$ 29,669	\$15,561,358	\$15,591,027
068-15	250.499	Staffing 1:6:1 w/CAEW BOCES	\$ 58,490	\$ 168,749	\$ 227,240
069-15	401.000	Arts In Education	\$ 2,000	\$ 374,299	\$ 376,299
070-15	403.003	Alternative Education Secondary	\$ 28,875	\$ 1,583,163	\$ 1,612,038
071-15	419.693	Academic Programs, Special Facilities w/TST	\$ 360	\$ 360	\$ 720
072-15	430.000	Distance Learning	\$ 5,159	\$ 561,407	\$ 566,566
073-15	508.000	Library Services/Media	\$ 13,000	\$ 309,495	\$ 322,495
074-15	518.000	Coordinator of Home Instruction	\$ 1,678	\$ 46,601	\$ 48,279
075-15	525.000	Staff Development: Certified & Administrative	\$ 28,130	\$ 1,804,932	\$ 1,833,062
076-15	527.000	Instructional Materials (Science Resource Center)	\$ 30,675	\$ 750,314	\$ 780,989
077-15	528.000	Industries/Education Activities Coordination	\$ 35,885	\$ 461,925	\$ 497,810
078-15	536.000	Model Schools	\$ 2,500	\$ 96,774	\$ 99,274
079-15	537.000	School/Curriculum Improvement Planning	\$ 4,000	\$ 1,376,627	\$ 1,380,627
080-15	550.591	Computer Service, Instructional w/Erie 1 BOCES	\$ 4,764	\$ 968,413	\$ 973,177
081-15	565.591	Library Services w/Erie 1 BOCES	\$ 3,849	\$ 1	\$ 3,850
082-15	605.000	Computer Service: Management	\$ 4,336	\$12,987,871	\$12,992,207
083-15	609.000	Safety/Risk Management	\$ 1,298	\$ 729,876	\$ 731,174
084-15	615.592	Planning Service, Management w/Questar III	\$ 3,110	\$ 62,200	\$ 65,310
085-15	629.591	Computer Service, Management w/Erie 1 BOCES	\$ 54,530	\$ 2,918,807	\$ 2,973,337
086-15	659.591	Planning Service, Management w/Erie 1 BOCES	\$ 4,200	\$ 56,883	\$ 61,083

These increases will be supported as follows:

067-15	101.000	Cattaraugus-Allegany BOCES (Andover: \$29,669)
068-15	250.499	Canisteeo-Greenwood: \$58,490
069-15	401.000	Campbell-Savona: \$2,000
070-15	403.003	Cattaraugus-Allegany BOCES (Andover: \$28,875)
071-15	419.693	Elmira: \$360

072-15	430.000	Canisteo-Greenwood: \$2,659 and Dutchess BOCES (Pine Plains: \$2,500)
073-15	508.000	Addison: \$8,000 and Canisteo-Greenwood: \$5,000
074-15	518.000	Canisteo-Greenwood: \$1,678
075-15	525.000	Wayne-Finger Lakes BOCES (Dundee: \$28,130)
076-15	527.000	Wayne-Finger Lakes BOCES (Dundee: \$23,659) and Elmira: \$7,016
077-15	528.000	Avoca: \$2,265, Hammondsport: \$13,507 and Prattsburgh: \$20,113
078-15	536.000	Watkins Glen: \$2,500
079-15	537.000	Campbell-Savona: \$4,000
080-15	550.591	Alfred-Almond: \$8, Arkport: (\$492), Bath: (\$706), Canisteo-Greenwood: \$2,792, Corning: \$175 and Hammondsport: \$2,987
081-15	565.591	Jasper-Troupsburg: \$3,849
082-15	605.000	Homell: (\$598) and Horseheads: \$4,934
083-15	609.000	Spencer-Van Etten: \$1,298
084-15	615.592	GST BOCES: \$3,110
085-15	629.591	Addison: \$625, Alfred-Almond: \$20,618, Arkport: \$4,212, Avoca: (\$90), Bath: \$692, Campbell-Savona: \$570, Canaseraga: \$17,682, Canisteo-Greenwood: \$1,532, Corning: \$8,489 and Hammondsport: \$200
086-15	659.591	Avoca: \$4,200

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

Item #	CoSer #	Title	Decrease	From	To
087-15	506.000	Curriculum Development	\$ 12,000	\$ 864,178	\$ 852,178
088-15	512.000	Computer Service, Instruction	\$ 19,397	\$ 2,396,893	\$ 2,377,496
089-15	526.691	Interscholastic Sports Coordination w/DCMO	\$ 5	\$ 28,697	\$ 28,692
090-15	665.691	Cooperative Bidding/Supplies w/DCMO	\$ 3,793	\$ 64,233	\$ 60,440

These decreases will be supported as follows:

087-15	506.000	Addison: (\$8,000) and Campbell-Savona: (\$4,000)
088-15	512.000	Homell: (\$19,397)
089-15	526.691	Corning: (\$1), Elmira: (\$1), Odessa-Montour: (\$1), Spencer-Van Etten: (\$1) and Waverly: (\$1)
090-15	665.691	Campbell-Savona: (\$118), Elmira Heights: (\$3,200), Spencer-Van Etten: (\$155), Watkins Glen: (\$236) and Waverly: (\$84)

**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	A102-3129-150-0-00 Certified Salaries		\$73,379
		A102-3817-150-0-01 Certified Salaries		\$35,360
		A102-3174-150-0-01 Certified Salaries		\$25,000
		A101-3869-150-0-00 Certified Salaries		\$9,075
		A101-3020-152-0-74 L/T Instr Sub Salaries	\$27,963	
		A102-3020-150-0-74 Certified Salaries	\$13,693	
		A102-3020-152-0-74 L/T Instr Sub Salaries	\$23,206	
		A102-3817-150-0-00 Certified Salaries	\$26,701	
		A101-3020-816-0-74 Health Insurance	\$14,445	
		A102-3129-816-0-09 Health Insurance	\$12,764	
		A103-3341-816-0-00 Health Insurance	\$12,771	
		A103-3974-816-0-00 Health Insurance	\$11,271	
		<b>TOTAL</b>	<b>\$142,814</b>	<b>\$142,814</b>

**B. Purchasing**

1. Approval of Resolution, as attached, to participate in the RIC contracts managed by Erie 1 BOCES.
2. Approval of Resolution, as attached, to participate with other BOCES in joint agreements for the software/learning packages and licensing managed by Erie 1 BOCES.

**C. Acceptance of Donated Items**

1. Toyota 5000 lb. propane forklift, Model #7FGCU25 to Bush Building Trades and Welding Programs from The Hilliard Corporation, 100 W. Fourth Street, Elmira, NY 14902-1504.
2. 2003 Ford Taurus to Coopers Auto Tech Program from Richard M. Demyan, 38 Lyons Drive, Horseheads, NY 14845.
3. Two loads of steel (first load 12,100 lbs. and second load 8,725 lbs.) to Bush Welding Program from Nucor Vulcraft of NY, Inc., 5362 Railroad Street, Chemung, NY 14825.
4. \$500.00 for Extended School Year Program – Corning Location from Institute for Human Services, 6666 County Road 11, Bath, NY 14810.
5. \$500.00 for Summer Learning Experience from Simmons-Rockwell, 1160 County Route 66, Hornell, NY 14843.

**D. Permission to Sell**

1. Permission to sell the following three (3) BOCES fleet vehicles:

2002 Chevy Impala	CA-19
2002 Chevy Impala	CA-20
2008 Dodge Caravan	T-24

**E. Corrective Action Plans**

1. Accept the Corrective Action Plan for the GST BOCES 2013-14 External Audit as attached.
2. Accept the Corrective Action Plan for the GST BOCES 2013-14 Internal Audit as attached.

**F. Authorization to pay the following membership dues**

1. Central Steuben Chamber of Commerce dues in the amount of \$85.00 for the 2015 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

CARRIED UNANIMOUSLY

**6. PERSONNEL**

15-067

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

**A. Resignations**

1. **Jessica Woolever**

Position:	<b>Teaching Assistant</b>
Effective:	November 9, 2014
Date of Hire:	September 3, 2013
Reason:	to accept the position of Teacher, Special Education with GST BOCES

**B. Increase to Positions**

1. **Teacher, English Language Arts**, one 10 month, school calendar position, increased from **.38 FTE to .47 FTE**, effective September 2, 2014, due to the increase in districts' requests for services.
2. **School Social Worker**, one 10 month, school calendar position, increased from **.5 FTE to 1.0 FTE**, effective November 24, 2014, due to the increase in districts' requests for services.

**C. Increase in Assignments****1. Colleen Talada**

Position: **Teacher, English Language Arts**, 10 month, school calendar position, **Temporary** appointment  
 Effective: September 2, 2014 through June 25, 2015  
 Increase: from .38 FTE to .47 FTE  
 Tenure Area: Non-Tenured appointment  
 Certification Status: Permanent, English 7-12, September 1, 1976  
 Salary: \$54,689.00 per year, prorated (step 11 + Credit Hour Stipend + Degree Stipend + Certification Stipend)  
 Reason: due to the temporary increase in districts' requests for services

**2. Charlene Robinson**

Position: **School Social Worker**, 10 month, school calendar position, **Tenured** appointment  
 Effective: November 24, 2014  
 Increase: from .5 FTE to 1.0 FTE  
 Probationary Period: Tenured September 5, 2009  
 Tenure Area: School Social Worker  
 Certification Status: Permanent, School Social Worker, September 1, 2008  
 Salary: \$63,760.00 per year, prorated (step 14 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend)  
 Reason: due to the increase in districts' requests for services

**D. Reclassification of Civil Service Position**

1. **Senior Account Clerk**, one full-time (1.0 FTE), 12 month position, **reclassified to Purchasing Coordinator**, one full-time (1.0 FTE), 12 month position, effective December 1, 2014, due to the restructuring of duties within the department.

**E. Civil Service Permanent Appointments, due to successful completion of Probationary Period, no change in salary****1. Tammy Little**

Position: **Senior Account Clerk**

Permanent Date: January 2, 2015

#### **F. Abolishment of Positions**

1. **Registered Professional Nurse**, one part-time (.5 FTE), 10 month, school calendar position, effective November 10, 2014, due to the decrease in districts' requests for services.

#### **G. Creation of Positions**

1. **School Social Worker**, one part-time (.5 FTE), 10 month, school calendar position, effective November 10, 2014, due to the increase in districts' requests for services.
2. **Teacher, Special Education**, two (2) full-time (1.0 FTE), 10 month, school calendar positions, effective November 10, 2014, due to the increase in districts' requests for services.
3. **Teaching Assistant**, one full-time (1.0 FTE), 10 month, school calendar position, effective December 3, 2014, due to the increase in districts' requests for services.
4. **Network Technology Specialist**, one full-time (1.0 FTE), 12 month position, effective November 19, 2014, due to the increase in districts' requests for services.
5. **Account Clerk**, one part-time (.52 FTE), 12 month position, effective December 1, 2014, due to the increase in districts' requests for services.

#### **H. Recall**

1. **Julie Babcock**  
 Position: **School Social Worker**, part-time (.5 FTE), 10 month, school calendar position, **Tenured** appointment  
 Effective: November 10, 2014  
 Location: Canaseraga CSD  
 Tenure Area: School Social Worker  
 Certification: Permanent, School Social Worker, February 1, 2012  
 Salary: \$56,208.00 per year, prorated (step 9 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend)  
 Reason: due to the increase in districts' requests for services

#### **I. Appointments**

1. **Jessica Woolever**  
 Position: **Teacher, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment

Effective: November 10, 2014  
 Location: Canaseraga CSD  
 Education: Master of Science, Reading and Literacy, SUNY Geneseo  
 Tenure Area: Education of Children with Handicapping Conditions – General Special Education  
 Certification: Initial, Students with Disabilities (Grades 1-6), February 1, 2011 through January 31, 2016  
 Probationary Period: November 10, 2014 through November 9, 2017  
 Experience: substitution and 3 months' Teaching Assistant  
 Salary: \$44,705.00 per year, prorated (step 1 + Credit Hour Stipend + Degree Stipend + Special Education Stipend)  
 Reason for Appt: due to the increase in districts' requests for services

## 2. **Melissa Freeman**

Position: **Teacher, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
 Effective: December 1, 2014  
 Location: Bush Education Center  
 Education: Master of Science, Special Education, SUNY Albany  
 Tenure Area: Education of Children with Handicapping Conditions – General Special Education  
 Certification: Permanent, Special Education, September 1, 2007  
 Probationary Period: December 1, 2014 through November 30, 2016, previously tenured  
 Experience: 9 years' teaching experience  
 Salary: \$56,158.00 per year, prorated (step 10 + Credit Hour Stipend + Degree Stipend + Certification Stipend + Special Education Stipend)  
 Reason for Appt: due to the increase in districts' requests for services

## 3. **Kristin Hunt-Noteware**

Position: **STEM Curriculum Mentor**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
 Effective: January 5, 2015  
 Location: Bath CSD  
 Education: Master of Science, General Education, Elmira College  
 Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data  
 Certification: Permanent, Nursery, Kindergarten and Grades 1-6, September 1, 1995  
 Probationary Period: January 5, 2015 through January 4, 2017, previously tenured with the Campbell-Savona CSD  
 Experience: 22 years' teaching experience  
 Salary: \$55,985.00 per year, prorated (step 10 + Credit Hour Stipend + Degree Stipend + Certification Stipend)

- Reason for Appt: due to a resignation
- 4. Robert Stein**  
 Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
 Effective: December 3, 2014  
 Location: Bush Education Center  
 Education: Master of Science, Education, Grand Canyon University  
 Tenure Area: Teaching Assistant  
 Certification: Professional, Physical Education, September 1, 2012  
 Probationary Period: December 3, 2014 through December 2, 2017  
 Experience: 3 years' teaching experience  
 Salary: \$29,613.00 per year, prorated (step 1 + Credit Hour Stipend + Degree Stipend + Certification Stipend)  
 Reason for Appt: due to the increase in districts' requests for services
- 5. Frederick Ermanovics**  
 Position: **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Civil Service Continuous Recruitment List  
 Effective: November 19, 2014  
 Location: Corning-Painted Post host site  
 Education: Associate in Applied Science, Information Technology, Corning Community College  
 Probationary Period: November 19, 2014 through November 18, 2015  
 Experience: 2 months' Internship with GST BOCES  
 Salary: \$34,500.00 per year, prorated  
 Reason for Appt: due to the increase in districts' requests for services
- 6. Teresa Goldthwait**  
 Position: **Purchasing Coordinator**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Promotional, Probationary** appointment  
 Effective: December 1, 2014  
 Location: Central Business Office  
 Education: Master of Science, General Education, Elmira College  
 Probationary Period: December 1, 2014 through February 23, 2015  
 Experience: 4 years' experience  
 Salary: \$42,000.00 per year, prorated  
 Reason for Appt: due to the restructuring of duties and the Civil Service reclassification of a Senior Account Clerk position
- 7. Sandra Woodhouse**  
 Position: **Account Clerk**, part-time (.52 FTE), 12 month position, Non-Competitive Civil Service, **Probationary** appointment  
 Effective: December 1, 2014  
 Location: Print Shop

Education: High School Diploma, Corning-Painted Post CSD  
 Probationary Period: December 1, 2014 through November 30, 2015  
 Experience: substitute and temporary work  
 Salary: \$14.86 per hour (step 4, Grade 5)  
 Reason for Appt: due to the increase in districts' requests for services

**8. Fiona O'Connor**

Position: **Education Grant Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam  
 Effective: January 5, 2015  
 Location: Booth School, Elmira  
 Education: Bachelor of Art, History, Trinity University, Washington DC  
 Experience: 16 years' freelance writer  
 Salary: \$45,000.00 per year, prorated  
 Reason for Appt: due to a resignation

**J. Temporary Appointments**

**1. David Woodard**

Position: **Teacher, New Vision Innovation, Leadership and Business**, full-time (1.0 FTE), 10 month, school calendar position, **Temporary** appointment, pending completion of certification requirements  
 Effective: November 24, 2014 through June 25, 2015  
 Location: Bush Education Center  
 Education: Master of Education, Education Administration, Northwestern Oklahoma State University  
 Certification: no NYS certification  
 Experience: 10 years' teaching experience  
 Salary: \$41,573.00 per year, prorated (step 1)  
 Reason for Appt: due to the death of an employee

**K. Annual Appointments**

1. **Skills USA Advisors**, Stipend of \$1,247.00 each, effective September 2, 2014 through June 25, 2015
  - a. **Bush Education Center**
    1. **Kimberly Austin**
    2. **Amy Limoncelli**
    3. **Lu Ann Semski**
    4. **Amy Warner**
  - b. **Coopers Education Center**
    1. **Burton Beebe**
    2. **Dale Robie**
  - c. **Wildwood Education Center**

1. Andrew Dennis
2. Donna Stuckey

CARRIED UNANIMOUSLY

**7. PROGRAMS**

**15-068**

**TEXTBOOKS**

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

- A. Approval of **textbook purchase** for Bush Education Center, New Visions program as attached.

CARRIED UNANIMOUSLY

**8. BOARD PRESIDENT'S REPORT**

- A. Print Shop Presentation – **Vince Moschetti and Victor Goldman – will be done at January meeting**
- B. P-Tech Update
- C. Discussion of Superintendent evaluation document – **will be held at January meeting**

**9. SUPERINTENDENT'S REPORT**

District Superintendent Frame thanked the Board, Cabinet members and Deputy Board Clerk Hazzard and shared that he had a great first week at BOCES. He also shared that he has attended multiple meetings, his first DS meeting and has meetings scheduled with superintendents, individually, and with component school districts' Boards of Education.

- A. **SED** update from District Superintendent Frame from his December DS meeting; the notes will be emailed to the Board and superintendents.

**EXECUTIVE SESSION**

**15-069**

Upon the motion of Apgar, seconded by Bulkley, it is resolved to move to executive session at 5:54 p.m. to discuss three employment history matters concerning particular persons and one legal matter.

CARRIED UNANIMOUSLY

**OPEN SESSION**

**15-070**

Upon the motion of Apgar, seconded by Bulkley, it is resolved to move to open session at 6:12 p.m.

CARRIED UNANIMOUSLY

**RESOLUTION**

**15-071**

Upon the motion of Learn, seconded by Apgar, it is resolved to approve Small Claims Court representation, as indicated below:

**RESOLVED**, that the Board of Cooperative Educational Services, Sole Supervisory District for Schuyler, Steuben, Chemung, Tioga and Allegany Counties does hereby appoint C. Douglas Johnson, Caitlin DeFilippo, and/or Darcy Wood to represent it in the legal action entitled "Risa Nichols v. GST BOCES."

CARRIED UNANIMOUSLY

**10. ADJOURNMENT**

**15-072**

Upon the motion of Dlugos, seconded by Lemmon, it is resolved to adjourn the meeting at 6:13 p.m.

CARRIED UNANIMOUSLY

**NEXT MEETINGS**

Meeting	Date/Time	Location
Regular	1/06/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	2/03/15, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

tmh  
December 22, 2014

Tina M. Hazzard  
Deputy Board Clerk