

**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, DL Room

Tuesday, December 5, 2017
5:30 p.m.

PRESENT: Rose Apgar, Amy Dlugos, Robert Everett, Donald Keddell, Alice Learn, Mark Lemmon, Gary Scott, Robert Wheeler

ABSENT: Neil Bulkley, William Peoples, Jr.

ALSO PRESENT: District Superintendent James Frame; Cabinet Members: Patricia Cardona, Doug Johnson, Vince Moschetti, Margaret Munson, Linda Perry, Stacy Saglibene, Chuck Stefanini, Matt Talada, Sarah Vakkas, Board Clerk Kate Taylor

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President Keddell called the meeting to order at 6:25 p.m. and led the Pledge of Allegiance.

2. PRIVILEGE OF THE FLOOR

Board President Keddell thanked Culinary for a wonderful meal.

3. ACCEPTANCE OF THE AGENDA

Upon the motion of Apgar, seconded by Learn, it was resolved to accept the agenda. **18-053**

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

Upon the motion of Dlugos, seconded by Everett, it was resolved to approve the following consensus items: **18-054**

A. Approval of Minutes

1. Regular Board Meeting – November 7, 2017

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – October 2017

C. Internal Claims Auditor Reports – October 2017

CARRIED UNANIMOUSLY

5. FINANCE

18-055

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

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2017-2018:

Item#	CoSer #	Title	In the Amount of
080-18	201.000	Special Class: S/P Ratio 1:12:1 Project Search	\$182,178
081-18	219.599	Staffing 1:8:1 w/Broome-Tioga BOCES	\$ 15,268
082-18	416.494	Acad. Programs, Special Facilities w/Monroe #1 BOCES	\$ 903
083-18	447.492	Distance Learning w/Erie 2 BOCES	\$ 15,895
084-18	540.698	Staff Development w/Putnam-Westchester BOCES	\$ 3,720
085-18	577.592	SIP w/Quester III BOCES	\$ 3,170
086-18	581.492	Staff Development w/Erie 2 BOCES	\$ 4,030

These establishments will be supported as follows:

080-18	201.000	Alfred-Almond: \$40,484, Bath: \$60,726, Canisteo-Greenwood: \$20,242, Corning: \$20,242, Elmira: \$20,242, Genesee Valley BOCES (Wayland-Cohocton): \$20,242)
081-18	219.599	Waverly: \$15,268
082-18	416.494	Canisteo-Greenwood: \$903
083-18	447.492	Avoca: \$4,908, Odessa-Montour: \$6,587, Spencer-Van Etten: \$4,400
084-18	540.698	Canisteo-Greenwood: \$1,920, Spencer-Van Etten: \$1,800
085-18	577.592	Arkport: \$3,170
086-18	581.492	Bath: \$2,096, Hammondsport: \$1,934

2. Budget Increases for 2017-2018:

Item #	CoSer#	Title	Increase	From	To
087-18	250.499	Staffing 1:6:1/Cattaraugus-Allegany BOCES	\$ 62,183	\$ 371,228	\$ 433,411
088-18	403.001	Adventure Based Learning	\$ 250	\$ 102,418	\$ 102,668
089-18	430.000	Distance Learning	\$ 19,880	\$ 691,969	\$ 711,849
090-18	446.599	Alternative Ed w/Broome-Tioga BOCES	\$ 15,813	\$ 126,517	\$ 142,330
091-18	508.000	Library Services/Media	\$ 3,948	\$ 342,645	\$ 346,593
092-18	511.000	Printing	\$ 81,659	\$ 1,398,631	\$ 1,480,290
093-18	512.000	Computer Service Instructional	\$ 4,536	\$ 1,998,319	\$ 2,002,855
094-18	525.000	Staff Development: Certified and Administrative	\$ 43,036	\$ 1,279,294	\$ 1,322,330
095-18	527.000	Instructional Materials: Science Resource Center	\$ 110,217	\$ 920,392	\$ 1,030,609
096-18	545.496	SIP w/Monroe 2 BOCES	\$ 2,832	\$ 7,599	\$ 10,431
097-18	562.493	SIP w/Genesee Valley BOCES	\$ 955	\$ 500	\$ 1,455
098-18	605.000	Computer Service: Mgmt.	\$ 23,672	\$ 13,548,737	\$ 13,572,409
099-18	670.494	Computer Svc: Mgmt. w/Monroe #1 BOCES	\$ 2,331	\$ 10,223	\$ 12,554

These increases will be supported as follows:

087-18	250.499	Alfred-Almond: \$21,143, Canisteo-Greenwood: \$41,040
088-18	403.001	Miscellaneous Revenue (Southport Community Center: \$250)
089-18	430.000	Watkins Glen: \$19,880
090-18	446.599	Waverly: \$15,813
091-18	508.000	Alfred-Almond: \$3,268, Horseheads: \$680
092-18	511.000	Addison: \$1,812, Alfred-Almond: \$125, Arkport: \$646, Avoca: \$22, Bath: \$792, Bradford: \$129, Campbell-Savona: \$2,464, Canaseraga: \$566, Canisteo-Greenwood: \$364, Corning: \$19,668, Elmira: \$21,259, Elmira Heights: \$3,876, Hammondsport: \$1,155, Hornell: \$771, Horseheads: \$8,700, Jasper-Troupsburg: \$80, Odessa-Montour: \$2,774, Prattsburgh: \$438, Spencer-Van Etten: \$560, Watkins Glen: \$511, Waverly: \$10,846, Miscellaneous Revenue (Chemung County: \$621, Notre Dame High School: \$454, Saint Mary Our Mother School: \$53, Steuben County: \$2,973)
093-18	512.000	Corning: \$47,296, Horseheads: (\$42,760)
094-18	525.000	Jefferson-Lewis BOCES (Lyme: \$43,036)
095-18	527.000	Broome-Tioga BOCES (Owego-Apalachin: \$550), Jefferson-Lewis BOCES (Lyme: \$109,667)
096-18	545.496	Waverly: \$2,832
097-18	562.493	Hornell: \$955
098-18	605.000	Hammondsport: \$199, Horseheads: \$22,879, Misc. Revenue: (City of Elmira: \$594)
99-18	670.494	Hornell: \$2,331

3. Budget Decreases for 2017-2018:

Item #	CoSer #	Title	Decrease	From	To
100-18	101.000	Career & Technical Education	\$ 10,224	\$ 16,536,213	\$ 16,525,989
101-18	403.003	Alternative Ed-Secondary	\$ 10,734	\$ 1,899,918	\$ 1,889,184
102-18	415.000	Regional Summer School	\$ 172,589	\$ 878,614	\$ 706,025

These decreases will be supported as follows:

100-18 101.000 Genesee Valley BOCES (Wayland-Cohocton: \$10,224)
 101-18 403.003 Genesee Valley BOCES (Wayland-Cohocton: \$10,734)
 102-18 415.000 Addison: (\$11,530), Alfred-Almond: (\$1,080), Arkport: (\$3,315), Avoca: (\$3,915), Bath: \$6,990, Bradford: (\$14,970), Campbell-Savona: (\$18,445), Canaseraga: (\$5,415), Canisteo-Greenwood: (\$250), Corning: \$5,210, Elmira: (\$57,775), Elmira Heights: \$1,790, Hammondsport: (\$1,945), Hornell: \$3,620, Horseheads: (\$15,124), Jasper-Troupsburg: \$1,715, Odessa-Montour: (\$3,590), Prattsburgh: \$5,505, Spencer-Van Etten: \$8,150, Watkins Glen: (\$16,685), Waverly: (\$59,565), Cattaraugus-Allegany BOCES (Naples: \$7,820), Genesee Valley BOCES (Pembroke: \$215)

4. Transfers within programs for 2017-2018:

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

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
209	Special Class: 1:8:1	A209-4235-200-6-00 Equipment		\$ 19,859
		A209-4235-204-6-00 Small Equipment	\$ 15,835	
		A209-4235-400-6-00 Contractual	\$ 4,024	
		Total	\$ 19,859	\$ 19,859
605	Computer Svc.: Mgmt.	A605-7710-200-8-00 Equipment		\$ 21,000
		A605-7710-204-8-00 Small Equipment	\$ 15,000	
		A605-7710-300-8-00 Supplies & Mat.	\$ 6,000	
		Total	\$ 21,000	\$ 21,000

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2017-2018:

- Extended School Year with Broome-Tioga BOCES budget established in the amount of \$5,424.60 for the period July 1, 2017 through June 30, 2018. Revenue for this budget comes from Waverly Central School District.
- Extended School Year with Wayne-Finger Lakes BOCES budget established in the amount of \$10,595 for the period July 1, 2017 through June 30, 2018. Revenue for this budget comes from Avoca Central School District.
- Extended School Year with Monroe #1 BOCES budget established in the amount of \$18,760 for the period July 1, 2017 through June 30, 2018. Revenue for this budget comes from Canisteo-Greenwood Central School District and Hammondsport Central School District.

C. Purchasing

- Approval of Resolution, as attached, for the Installment Purchase Agreement for Instructional Desktop Computers and Tablets in the amount of \$1,000,000 for the Elmira City School District.

D. Acceptance of Donated Items

- Nail Technician Supplies and Equipment to the Wildwood Cosmetology Program from Connie Cotton, 1638 Hinkley Hill Road, Hornell, NY 14843.
- 2013 Honda Accord to the Coopers Auto Body Program from Copart (company sells total loss vehicles for insurance agencies), 4 West Ave., Leroy, NY 14482.

E. Authorization to Pay the Following Membership Dues

1. New York State School Boards Association (NYSSBA) in the amount of \$11,127 for 2018.

F. Correction Action Plan

1. Acceptance of the Corrective Action Plan for the 2016-2017 External Audit as attached.

G. Permission to Sell

1. Request permission to sell the following (10) BOCES fleet vehicles:

2003 Chevy Pick Up	CT-30
2006 Ford Econoline Van	CT-17
2007 Chevy Malibu	CA-55
2008 Dodge Caravan	A-1
2009 Chevy Impala	WA-75
2009 Chevy Impala	CA-70
2009 Dodge Caravan	A-15
2010 Dodge Caravan	WC-44
2010 Chrysler Van	CT-45
2011 Chevy Impala	CA-96

CARRIED UNANIMOUSLY

6. PERSONNEL

18-056

Upon the recommendation of the Superintendent, and on the motion of Lemmon, seconded by Wheeler, it was resolved that the following personnel actions are hereby taken:

A. Retirements

1. Harriet Halliday

Position: **AV Aide**
Effective: end of day February 27, 2018
Date of Hire: October 2, 2007

B. Resignations

1. Katherine Romeo

Position: **Instructional Support Specialist**
Effective: end of day November 21, 2017
Date of Hire: February 1, 2011
Reason: other employment

2. Jerry Ruday

Position: **Painter**
Effective: end of day November 24, 2017
Date of Hire: April 18, 2017
Reason: moving out of state

C. Discontinuation of Employment

1. Michelle Semski

Position: **Teacher Aide**
Effective: end of day October 26, 2017
Date of Hire: September 12, 2017

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

1. Susan Michael

Position: **Senior Account Clerk**
Permanent Date: December 19, 2017

2. Brian Rook

Position: **Cook Manager**
Permanent Date: December 20, 2017

3. April Moore

Position: **Cook Manager**
Permanent Date: December 20, 2017

4. Vanessa Austin

Position: **Cleaner**
Permanent Date: December 28, 2017

E. Reclassification of Civil Service Positions

1. Career Education Resource Specialist, one (1) full-time, 1.0 FTE, and two (2) part-time (.8 FTE), 10 month, school calendar, Competitive Civil Service positions, reclassified to **Career Program Specialist**, effective December 1, 2017, due to increased duties.
2. Account Clerk, one (1) full-time, 1.0 FTE, 12 month, Competitive Civil Service position, reclassified to **Program Assistant**, effective January 1, 2018, due to increased duties.

F. Reclassification of Civil Service Appointments

1. Debra Jay

Position: from Career Education Resource Specialist to **Career Program Specialist**, full-time (1.0 FTE), 10 month, school calendar position, Promotional Competitive Civil Service, **Probationary** appointment, Civil Service List 76405
Effective: December 1, 2017
Location: Bush Education Center
Education: Bachelor of Art, Psychology, SUNY Geneseo
Probationary Period: December 1, 2017 through February 23, 2018
Experience: 6 years' related experience
Salary: \$18.00 per hour
Reason for Appt: due to increased duties and the Civil Service reclassification of the position

2. Cynthia Williams

Position: from Career Education Resource Specialist to **Career Program Specialist**, full-time (1.0 FTE), 10 month, school calendar position, Competitive Civil Service, **Probationary** appointment, Civil Service List 69946

Effective: December 1, 2017

Location: Bush Education Center

Education: Bachelor of Science, Business Administration, Roberts Wesleyan College

Probationary Period: December 1, 2017 through February 8, 2019

Experience: 3 years' related experience

Salary: \$18.00 per hour

Reason for Appt: due to increased duties and the Civil Service reclassification of the position

3. Cynthia Dubots

Position: from Career Education Resource Specialist to **Career Program Specialist**, full-time (1.0 FTE), 10 month, school calendar position, Competitive Civil Service, **Probationary** appointment, Civil Service List 69946

Effective: December 1, 2017

Location: Bush Education Center

Education: Bachelor of Art, Biological Studies, Cornell University

Probationary Period: December 1, 2017 through February 8, 2019

Experience: 2 years' related experience

Salary: \$18.00 per hour

Reason for Appt: due to increased duties and the Civil Service reclassification of the position

4. Danielle Lambert

Position: from Account Clerk to **Program Assistant**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam

Effective: January 1, 2018

Location: Bush Education Center

Education: Bachelor of Art, Liberal Studies, Mansfield University

Experience: 4 years' related experience

Salary: \$16.57 per hour (Grade 9, Step 4)

Reason for Appt: due to increased duties and the Civil Service reclassification of the position

G. Appointments

1. James J. Goodwin

Position: **Operations Communication Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam

Effective: November 27, 2017

Location: Bush Education Center

Education: Associate in Applied Science, IT-Computer Network Technology, Corning Community College

Experience: 9 years' related experience
Salary: \$42,000.00 per year, prorated
Reason for Appt: due to a retirement

2. Andrew Rinwalske

Position: **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Continuous Recruitment Civil Service List
Effective: November 27, 2017
Location: Corning-Painted Post Middle School
Education: High School Diploma, Elmira CSD
Probationary Period: November 27, 2017 through November 26, 2018
Experience: 4 years' related experience
Salary: \$32,000.00 per year, prorated
Reason for Appt: due to a resignation

3. Nicole Turnmyre

Position: **Registered Nurse**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: November 13, 2017
Location: various Component Districts
Education: High School Diploma, Odessa-Montour CSD
Probationary Period: November 13, 2017 through January 21, 2019
Experience: 5 years' related experience
Salary: \$20.28 per hour (grade 13, step 4)
Reason for Appt: due to a resignation

4. Janna McKee

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: November 20, 2017
Location: Fassett Elementary School, Elmira CSD
Education: Bachelor of Science, Conservation Biology, Brigham Young University
Probationary Period: November 20, 2017 through January 28, 2019
Experience: no related experience
Salary: \$10.40 per hour
Reason for Appt: due to a resignation

5. Catrina Arnold

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: November 27, 2017
Location: Cohen Elementary School, Elmira Heights CSD
Education: High School Diploma, Newfield CSD
Probationary Period: November 27, 2017 through February 4, 2019
Experience: 4 years' related experience
Salary: \$10.40 per hour
Reason for Appt: due to an internal transfer

H. Annual Temporary Appointment

1. Diane Tymoski

Position: **Shared Staff Evaluator**, time-sheet basis, 12 month position, **Temporary** appointment
Effective: December 5, 2017 through June 30, 2018
Location: Elmira CSD
Education: Certificate of Advanced Studies, Administration, SUNY Cortland
Certification: Permanent, School Administrator/Supervisor, September 1, 2000
Salary: \$325.00 per day, time-sheet, as needed basis
Reason for Appt: due to the District's increased need for support for Independent Evaluations

I. Mentoring Stipend, first year, Stipend of \$1070 per year, prorated

- 1. Lisa Henderson** mentoring **Linda Charlene Wallenbeck**, effective October 30, 2017 through June 22, 2018
- 2. Emily Mehlenbacher** mentoring **Michael Lese**, effective November 2, 2017 through June 22, 2018

J. Medicaid Oversight Stipend, Stipend of \$856 per year, prorated, effective October 2, 2017 through June 22, 2018

- 1. Kristie Haberstroh**, School Social Worker

K. Annual SKILLS USA Advisor Stipends, effective September 5, 2017 through June 22, 2018, Stipend of \$1,284.00, each

1. Bush Education Center

- a. Amy Limoncelli
- b. Luann Semski
- c. Barbara Sweet
- d. Amy Warner

2. Coopers Education Center

- a. Jody Andrus
- b. Burton Beebe
- c. Dale Robie

3. Wildwood Education Center

- a. Gary Acker
- b. Andrew Dennis
- c. Kristin Ohradzanski

*"To the extent required by the applicable provisions of Education Law section 3014, in order to be granted tenure, the classroom teacher or principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law section 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the classroom teacher or principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time."

L. Report of Temporary and Substitute Personnel, as attached

CARRIED UNANIMOUSLY

7. BOARD PRESIDENT'S REPORT

Board President Keddell reported that there is a new program composed of Elmira High School students. Matt Talada explained that this program, located on the Bush Campus, offers GED and CTE courses. Twelve students are enrolled and the program began in October. These students averaged a 15% attendance rate. Through November, the attendance rate is at 68%, which exceeds the benchmark set for the program. Matt will follow up with more data as it becomes available.

Matt further explained that Elmira High School is gathering data on seniors in CTE programs and what their post-secondary plans are. He has been working with Adult Education to help these students meet requirements. Nicole Elston deserves high praise for her efforts in getting this program going.

Board Member Learn asked if other districts are interested in this program. Matt stated that the program is being piloted with Elmira where there is a high need. BOCES hopes to offer the program to other districts after evaluating the success of the program.

Board President Keddell complimented Board Member Lemmon on his mentoring work with high needs students.

8. SUPERINTENDENT'S REPORT

In November, District Superintendent Frame attended a Regents Meeting and District Superintendents Meeting in Albany. He reported the following:

- There is concern about the anticipated \$4.4 billion structural deficit.
- The Board of Regents has been reviewing the following:
 - ♦ 180-day school year structure.
 - ♦ Making small changes to the pathways for students with disabilities.
 - ♦ Extending certification in the area of Students with Disabilities to lessen the restrictions.
 - ♦ Offering high school credits to middle school students.
- The BOCES capital exemption bill will be going on to the Governor for review.
- Charter Schools have been a big topic of discussion. Five new schools have been approved and two denied.

To thank the Computer Services group that helped with the Schuyler County malware attack, Jim, Margaret Munson, Chuck Stefanini, and County Administrator Tim O'Hearn recognized them at a breakfast, prepared by Culinary. This group accomplished an incredible feat.

EXECUTIVE SESSION

18-057

Upon the motion of Dlugos, seconded by Learn, it was resolved to move to Executive Session at 6:57 p.m. to discuss the employment history of a particular person, proposed, pending or current litigation, and contract negotiations.

CARRIED UNANIMOUSLY

OPEN SESSION

18-058

Upon the motion of Apgar, seconded by Dlugos, it was resolved to move to Open Session at 7:32 p.m.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

18-059

Upon the motion of Dlugos, seconded by Learn, it was resolved to adjourn the meeting at 7:32 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

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December 7, 2017

Kathleen E. Taylor
Board Clerk