

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

Tuesday, December 4, 2018

Bush Education Center, Bldg. 1, DL Room

6:00 p.m.

PRESENT: Amy Dlugos, Don Keddell, Alice Learn, Mark Lemmon, Matt Maloney,
Bill Peoples, Jr., Tom Phillips, Gary Scott, Bob Wheeler

ABSENT: Chuck Comer, Neil Bulkley

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
Guests: Tammy Lotocky, Jennifer McGrain

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President Keddell called the meeting to order at 6:12 p.m. and led the Pledge of Allegiance.

2. ACCEPTANCE OF THE AGENDA

19-059

Upon the motion of Wheeler, seconded by Phillips, it was resolved to accept the agenda with revisions.

CARRIED UNANIMOUSLY

EXECUTIVE SESSION

19-060

Upon the motion of Learn, seconded by Scott, it was resolved to move to Executive Session at 6:13 p.m. to discuss one employment history of a particular person.

CARRIED UNANIMOUSLY

OPEN SESSION

19-061

Upon the motion of Lemmon, seconded by Dlugos, it was resolved to end Executive Session and move to Open Session at 7:07 p.m.

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

None.

4. **CONSENSUS ITEMS**

19-062

Upon the motion of Learn, seconded by Dlugos, it was resolved to approve the following consensus items:

A. Approval of Minutes

1. Regular Board Meeting – November 6, 2018

B. Treasurer's Report

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – October 2018

C. Internal Claims Auditor Report – October 2018

CARRIED UNANIMOUSLY

5. **FINANCE**

19-063

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

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2018-2019:

Item#	CoSer #	Title	In the Amount of
084-19	349.495	Itinerant Diagnostic Svcs. w/WFL BOCES	\$ 82
085-19	545.496	School/Curriculum Imp. w/Monroe 2 BOCES	\$ 232
086-19	567.690	School/Curriculum Imp. w/Sullivan County BOCES	\$ 29,726
087-19	581.492	School/Curriculum Imp. w/Erie 2 BOCES	\$ 3,869

These establishments will be supported as follows:

084-19	349.495	Hammondsport: \$82
085-19	545.496	Hornell: \$232
086-19	567.690	Elmira: \$29,726
087-19	581.492	Bath: \$1,935, Hammondsport: \$1,934

2. Budget Increases for 2018-2019:

Item #	CoSer#	Title	Increase	From	To
088-19	318.000	General Supervision/Coordination	\$ 29,000	\$ 485,750	\$ 514,750
089-19	403.001	Alternative Education: Adventure Based Learning	\$ 500	\$ 122,668	\$ 123,168
090-19	426.000	Exploratory Enrichment	\$ 1,169	\$ 128,774	\$ 129,943
091-19	511.000	Printing	\$ 87,229	\$ 1,363,691	\$ 1,450,920
092-19	512.000	Computer Service: Instructional	\$ 25,282	\$ 2,868,960	\$ 2,894,242
093-19	537.000	School/Curriculum Imp. Planning	\$ 13,445	\$ 1,559,723	\$ 1,573,168
094-19	550.591	Computer Service: Instructional w/ Erie 1 BOCES	\$ 42,730	\$ 1,415,143	\$ 1,457,873
095-19	580.694	School/Curriculum Imp. w/E. Suffolk BOCES	\$ 6,120	\$ 45,000	\$ 51,120
096-19	605.000	Computer Service: Management	\$ 3,663	\$ 13,441,503	\$ 13,445,166
097-19	609.000	Safety/Risk Management	\$ 90	\$ 950,535	\$ 950,625
098-19	610.000	Employee Assistance Program	\$ 3,019	\$ 107,761	\$ 110,780
099-19	629.591	Computer Service: Management w/ Erie 1 BOCES	\$ 129,873	\$ 3,340,975	\$ 3,470,848
100-19	659.591	Policy Manual w/ Erie 1 BOCES	\$ 24,451	\$ 54,119	\$ 78,570
101-19	674.591	Negotiations w/ Erie 1 BOCES	\$ 632	\$ 4,813	\$ 5,445

These increases will be supported as follows:

088-19	318.000	Elmira: \$29,000
089-19	403.001	Spencer-Van Etten: \$500
090-19	426.000	Odessa-Montour: \$1,169

091-19	511.000	Addison: \$3,120, Alfred-Almond: \$288, Arkport: \$213, Avoca: \$45, Bath: \$2,581, Bradford: \$983, Campbell-Savona: \$1,807, Canaseraga: \$567, Canisteo-Greenwood: \$402, Corning: \$24,373, Elmira: \$30,694, Elmira Heights: \$1,668, Hammondsport: \$159, Hornell: \$4,608, Horseheads: \$3,330, Odessa-Montour: \$3,067, Prattsburgh: \$237, Spencer-Van Etten: \$608, Watkins Glen: \$71, Waverly: \$8,512
092-19	512.000	Elmira Heights: \$3,849, Odessa-Montour: \$21,433
093-19	537.000	Addison: \$447, Arkport: \$1,719, Avoca: \$822, Bath: \$3,505, Corning: \$108, Elmira: \$720, Elmira Heights: \$18, Hammondsport: \$362, Hornell: \$4,371, Waverly: \$159, TST BOCES: \$1,214
094-19	550.591	Addison: \$43, Alfred-Almond: \$6,984, Arkport: (\$17,023), Avoca: \$7,851, Bath: (\$37,912), Canaseraga: (\$4,176), Canisteo-Greenwood: \$89,609, Hammondsport: \$1,039, Hornell: \$202, Jasper-Troupsburg: (\$3,887)
095-19	580.694	Addison: \$6,120
096-19	605.000	Elmira Heights: \$1,000, Prattsburgh: \$732, Misc. Revenue: (Autism: \$91, SAVE: \$1,840)
097-19	609.000	Misc. Revenue: \$90
098-19	610.000	Alfred-Almond: \$3,019
099-19	629.591	Addison: \$3,642, Alfred-Almond: \$46,813, Arkport: \$17,023, Avoca: \$247, Bath: \$85,645, Canaseraga: \$4,385, Canisteo-Greenwood: (\$38,326), Hammondsport: \$505, Hornell: \$2,662, Jasper-Troupsburg: \$8,275, Prattsburgh: (\$998)
100-19	659.591	Addison: \$1, Avoca: \$9,900, Odessa-Montour: \$3,750, Waverly: \$10,800
101-19	674.591	Corning: \$632

3. Budget Decrease for 2018-2019:

Item #	CoSer #	Title	Decrease	From	To
102-19	252.495	Special Education 1:6:1 w/WFL BOCES	\$ 87,419	\$ 87,419	\$ 0

This decrease will be supported as follows:

102-19	252.495	Avoca: (\$87,419)
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B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2018-2019:

- WIA Title II, Adult Basic Education and Literacy (ABE) grant accepted and the budget established in the amount of \$100,000 for the period July 1, 2018 through June 30, 2019 as attached. Approval was received on November 14, 2018.
- WIA Title II, Adult Education and Literacy (Literacy Zone) grant accepted and the budget established in the amount of \$125,000 for the period July 1, 2018 through June 30, 2019 as attached. Approval was received on November 14, 2018.
- WIA Title II, Corrections Education and Other Institutionalized Programs (Incarcerated) grant accepted and the budget established in the amount of \$250,000 for the period July 1, 2018 through June 30, 2019 as attached. Approval was received on November 14, 2018.

C. Purchasing

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

D. Fire Inspection Reports

- Acceptance of the fire inspection reports for the Bush, Coopers and Wildwood Campuses, as attached.

E. Emergency Response Plans

1. Approval of the GST BOCES Building Level Emergency Response Plans as required by Education Law 2801-a.

F. Authorization to Pay the Following Membership Dues

1. New York State School Boards Association (NYSSBA) in the amount of \$11,350 for 2019.
2. Central Steuben Chamber of Commerce dues in the amount of \$85 for 2019 for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

G. Corrective Action Plan

1. Acceptance of the Corrective Action Plan for the 2017-2018 External Audit of Extra Classroom Activities Fund, as attached.

H. Activities Club

1. Open the following club at the Bush Campus:
 - a. Auto Body Club, the Club Advisors are Brad Knowlden and Jeff Walike.

I. Letter Supporting BOCES Capital Exclusion

1. Approval of attached letter to the Governor to be signed by the Board President advocating that the Governor sign legislation incorporating a school district's BOCES Capital expenditure for voter-approved capital projects as part of its capital exclusion in calculating its tax cap.

CARRIED UNANIMOUSLY

6. PERSONNEL

19-064

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

A. Retirements

1. Katherine Loughman

Position:	Teacher Aide
Effective:	end of day November 30, 2018
Date of Hire:	September 15, 2008

2. Cherilyn Fisher

Position:	School Social Worker
Effective:	end of day November 30, 2018
Date of Hire:	September 5, 2006

B. Resignations

1. Joyce VanSkiver

Position: **Career Education Resource Specialist**
Effective: end of day November 20, 2018
Date of Hire: September 6, 2016
Reason: other employment

2. Adam Monell

Position: **Network Technology Specialist**
Effective: end of day November 23, 2018
Date of Hire: December 19, 2011
Reason: other employment

3. Mary Hendee

Position: **Teacher Aide**
Effective: end of day November 28, 2018
Date of Hire: September 7, 2018
Reason: personal reasons

4. Robin Wojcinski

Position: **Account Clerk**
Effective: end of day November 30, 2018
Date of Hire: August 28, 2017
Reason: to accept the position of Senior Account Clerk Typist with GST BOCES

5. Caitlin DeFilippo

Position: **Labor Relations Specialist**
Effective: end of day December 31, 2018
Date of Hire: January 25, 2010
Reason: other employment

C. Salary Increases

1. Career Education Resource Specialist staff, effective January 1, 2019, due to increasing minimum wage rates.

- a. **Yvonne Allen**, from \$15.00 per hour to \$17.00 per hour
- b. **Jean Coons**, from \$15.00 per hour to \$17.00 per hour
- c. **Mary Jo Earley**, from \$15.00 per hour to \$17.00 per hour
- d. **Deborah Finamore-Flint**, from \$15.00 per hour to \$17.00 per hour
- e. **Christine MacNaughton**, from \$15.00 per hour to \$17.00 per hour
- f. **Robin Ott**, from \$15.00 per hour to \$17.00 per hour
- g. **Delaine Preston**, from \$15.84 per hour to \$19.00 per hour
- h. **Sarah Sassman**, from \$16.03 per hour to \$20.00 per hour
- i. **Susan Strack**, from \$14.88 per hour to \$17.00 per hour
- j. **Amy Towery**, from \$14.94 per hour to \$17.00 per hour
- k. **Nancy Wegman**, from \$15.00 per hour to \$17.00 per hour

2. Career Program Specialist staff, effective January 1, 2019, due to increasing minimum wage rates.

- a. **Cynthia Dubots**, from \$18.52 per hour to \$20.52 per hour
- b. **Debra Jay**, from \$18.52 per hour to \$20.52 per hour
- c. **Deborah Lynch**, from \$24.02 per hour to \$26.02 per hour

- d. **Cynthia Williams**, from \$18.52 per hour to \$20.52 per hour
- e. **Alisa Wright**, from \$18.00 per hour to \$20.00 per hour

- 3. **Labor Relations Specialist**, effective December 1, 2018, due to additional work responsibilities.
 - a. **Darcy Dill**, from \$88,138.00 per year to \$93,138.00 per year, prorated

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

- 1. **Jean Coons**
Position: **Career Education Resource Specialist**
Permanent Date: November 10, 2018
- 2. **Aaron Kreamer**
Position: **Computer Programmer/Analyst Trainee**
Permanent Date: December 19, 2018
- 3. **Teresa Owlett**
Position: **Teacher Aide**
Permanent Date: January 8, 2019
- 4. **Tammy Sumey**
Position: **Licensed Practical Nurse**
Permanent Date: January 10, 2019
- 5. **Janna McKee**
Position: **Teacher Aide**
Permanent Date: January 29, 2019

E. Change in Civil Service Appointment

- 1. **Aaron Kreamer**
Position: Computer Programmer/Analyst Trainee to **Computer Programmer/Analyst**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment
Effective: December 19, 2018
Location: Bush Education Center
Education: Bachelor of Science, Accounting, Elmira College
Probationary Period: December 19, 2018 through December 18, 2019
Experience: 1 year related experience
Salary: \$36,533.00 per year, prorated
Reason for Appt: due to successful completion of probationary period as Computer Programmer/Analyst Trainee
- 2. **Kimberly Mathers**
Position: Principal Account Clerk to **Accountant**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam
Effective: November 13, 2018
Location: Bush Education Center
Education: Associate in Applied Science, Accounting, Corning Community College

Experience:	20+ years' related experience
Salary:	\$46,000.00 per year, prorated
Reason for Appt:	due to a resignation

F. Lay Off

1. Amy Austin

Position:	Teacher Aide
Effective:	end of day August 17, 2018
Date of Hire:	January 2, 2018
Reason:	due to the decrease in districts' requests for services

G. Creation of Positions

- 1. Teacher Aide**, two (2) full-time (1.0 FTE), 10 month, school calendar positions, effective November 19, 2018, due to the increase in districts' requests for services.

H. Appointments

1. Christopher Brown

Position:	Administrator of Superintendent Development Program , part-time, 12 month position, Non-Tenure appointment
Effective:	January 1, 2019
Location:	GST BOCES District-wide
Education:	Certificate of Advanced Studies, Educational Administration, SUNY Brockport
Certification:	Permanent, School District Administrator, September 1, 2002
Experience:	16+ years' related experience
Salary:	\$20,000.00 per year, prorated
Reason for Appt:	due to a resignation

2. Kim Seymour

Position:	Account Clerk , full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service Reinstatement
Effective:	November 26, 2018
Location:	Bush Education Center
Education:	Associate in Applied Science, Accounting, Corning Community College
Probationary Period:	November 26, 2018 through November 25, 2019
Experience:	16+ years' related experience
Salary:	\$15.74 per hour (grade 5, step 4)
Reason for Appt:	due to an internal transfer

3. Robin Wojcinski

Position:	Senior Account Clerk Typist , full-time (1.0 FTE), 12 month position, Competitive Civil Service, Probationary appointment, Civil Service List # 69275
Effective:	December 1, 2018
Location:	Coopers Education Center
Education:	High School Diploma, Corning-Painted Post CSD

Probationary Period: December 1, 2018 through November 30, 2019
Experience: 15+ years' related experience
Salary: \$17.36 per hour (grade 11, step 4)
Reason for Appt: due to a retirement

4. Heather Malloy

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: November 19, 2018
Location: Cohen Elementary School, Elmira Heights CSD
Education: High School Diploma, Elmira CSD
Probationary Period: November 19, 2018 through January 27, 2020
Experience: no related experience
Salary: \$11.10 per hour
Reason for Appt: due to the increase in districts' requests for services

5. Shannon Wilcox

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: December 3, 2018
Location: Cohen Middle School, Elmira Heights CSD
Education: Bachelor of Science, Elementary Education, SUNY Cortland
Probationary Period: December 3, 2018 through February 20, 2020
Experience: 1.5 years' related experience
Salary: \$11.10 per hour
Reason for Appt: due to the increase in districts' requests for services

I. Temporary Appointments

1. Patricia Rhinehart

Position: **Staff Development Coordinator**, full-time (1.0 FTE), 12 month position, **Temporary** appointment, pending completion of certification requirements
Effective: January 7, 2019 through June 30, 2019
Location: Hornell and Arkport Central School Districts
Education: Master of Science, Education, University of New England
Tenure Area: Staff Development Coordinator
Certification: School District Leader required
Experience: no related experience
Salary: \$71,000.00 per year, prorated
Reason for Appt: due to a resignation

J. Rescission of Annual Advisor Stipends, from the October 2, 2018 Board Agenda, due to being paid by timesheet, effective September 4, 2018 through June 26, 2019

1. **Animal Care**, Stipend of \$1,300 per year
 - a. **Ronald Hess**, Bush Education Center, Co-Advisor, Stipend of \$650
 - b. **Valerie Heywood**, Bush Education Center, Co-Advisor, Stipend of \$650

K. Annual Advisor Stipends

1. **Instructional Leadership Team (ILT) Leader, STEM**, Stipend \$1,300.00 per year, prorated
 - a. **Emily Mehlenbacher**, effective November 1, 2018 through June 26, 2019

- b. **Bill Hansell**, effective November 7, 2018 through June 26, 2019
- c. **Melissa Houck**, effective November 9, 2018 through June 26, 2019
- L. **Annual SKILLS USA Advisor Stipends**, effective September 4, 2018 through June 26, 2019, Stipend of \$1,300.00 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 Ohradzenski**

*"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."

M. Report of Temporary and Substitute Personnel, as attached

N. GST BOCES Additional Compensation Report for 2018-2019, as attached

CARRIED UNANIMOUSLY

7. PROGRAM

19-065

Upon the recommendation of the Superintendent, and on the motion of Phillips, seconded by Scott, it was resolved to approve the following field trips:

- A. Approval of Field Trip for Phoenix Academy, as attached
- B. Approval of Field Trip for Bush, Coopers, & Wildwood Education Centers, Auto Tech and Auto Body Programs, as attached
- C. Approval of Field Trip for Coopers Education Center, Cosmetology Program, as attached

CARRIED UNANIMOUSLY

8. **APPOINTMENTS**

19-066

Upon the motion of Dlugos, seconded by Scott, it was resolved to accept the following resolution:

Resolved, to appoint the following to the indicated positions for the remainder of the 2018-2019 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services:

- A. Deputy Internal Claims Auditor (eff. 12/4/18) Kim Seymour
- B. Deputy Central Treasurer – Bush Education Center (eff. 12/4/18) Tamera Edsall

CARRIED UNANIMOUSLY

9. **BOARD PRESIDENT'S REPORT**

A. Preferred Educational Future

Sarah Vakkas presented updates on the mental health regulations and reviewed the supports that BOCES is providing (attached).

Board President Keddell reported that Chemung County is looking at an initiative to address social, emotional, and mental health early interventions with three year olds through grade 3.

Board President Keddell stated that he would like the Board to decide which evaluation instrument to use for the District Superintendent. He would also like District Superintendent Frame to submit an interim report in January that can be used as a guide with the evaluation. Board Member Wheeler would like to add a “satisfactory/unsatisfactory” component to the interim report so there is an official score on record. The current model will be used for now and the evaluation process will continue to be reviewed by the Board.

10. **SUPERINTENDENT'S REPORT**

District Superintendent Frame reported the following:

- The sign was installed at the Adult Education Center in Langdon Plaza.
- Initial talks have begun with Corning Community College and mental health professionals in Chemung County on developing a recovery high school model.
- BOCES directors have been fine-tuning their initiatives with districts to offer assistance on specific issues (i.e. instructional supports, ESSA, APPR). The directors have done a fantastic job putting teams together to help with these topics.

EXECUTIVE SESSION

19-067

Upon the motion of Learn, seconded by Dlugos, it was resolved to move to Executive Session at 7:43 p.m. to discuss six employment histories of particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION

19-068

Upon the motion of Scott, seconded by Dlugos, it was resolved to move to Open Session at 8:18 p.m.

CARRIED UNANIMOUSLY

11. ADJOURNMENT

19-058

Upon the motion of Wheeler, seconded by Dlugos, it was resolved to adjourn the meeting at 8:19 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

ket
December 6, 2018

Kathleen boeE. Taylor
Board Clerk