

**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
Bush Education Center, Bldg. 1, DL Room

Tuesday, January 8, 2019
6:00 p.m.

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

ABSENT: Chuck Comer, Matt Maloney

ALSO PRESENT: District Superintendent James Frame
Cabinet Members: Brian Bentley, Patricia Cardona, Doug Johnson,
Margaret Munson, Linda Perry, Stacy Saglibene, Chuck Stefanini, Matt
Talada, Sarah Vakkas; Board Clerk Kate Taylor
Guests: Sara Blauvelt, Timothy Hayden, Nichole Jones, Kara Lorden,
Rebecca Sayers, Patrick Thomas

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President Keddell called the meeting to order at 5:33 p.m. and led the Pledge of Allegiance.

2. ACCEPTANCE OF THE AGENDA

Board President Keddell noted that an item needs to be added between #7 and #8 to include a resolution to approve an increase in the billable hourly rates charged by Bond for legal services.

19-070

Upon the motion of Scott, seconded by Bulkley, it was resolved to accept the agenda with an amendment.

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

None.

4. CONSENSUS ITEMS

19-071

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

A. Approval of Minutes

1. Regular Board Meeting – December 4, 2018

B. Treasurer's Report

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

C. Internal Claims Auditor Report – November 2018

CARRIED UNANIMOUSLY

5. FINANCE

19-072

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
103-19	350.492	Itinerant HR Manager w/Erie 2 BOCES	\$ 24,000
104-19	579.492	Staff Development w/Erie 2 BOCES	\$ 275
105-19	583.499	Staff Development w/Catt-Allegany BOCES	\$ 2,145

These establishments will be supported as follows:

103-19	350.492	Addison: \$24,000
104-19	579.492	Hornell: \$275
105-19	583.499	Alfred-Almond: \$2,145

2. Budget Increases for 2018-2019:

Item #	CoSer#	Title	Increase	From	To
106-19	508.000	Library Services	\$ 1,382	\$ 398,000	\$ 399,382
107-19	511.000	Printing	\$ 46,849	\$ 1,450,920	\$ 1,497,769
108-19	512.000	Computer Service: Instructional	\$ 65,492	\$ 2,894,242	\$ 2,959,734
109-19	525.000	Staff Development: Certified & Admin.	\$ 2,539	\$ 1,256,184	\$ 1,258,723
110-19	537.000	School/Curriculum Improvement Planning	\$ 11,638	\$ 1,573,168	\$ 1,584,806
111-19	605.000	Computer Service: Management	\$ 1,040	\$ 13,445,166	\$ 13,446,206
112-19	624.000	Staff Development: Board of Education	\$ 20	\$ 21,000	\$ 21,020

These increases will be supported as follows:

106-19	508.000	Corning: \$970, Waverly: \$412
107-19	511.000	Addison: \$1,282, Alfred-Almond: \$740, Arkport: \$440, Avoca: \$20, Bath: \$2,472, Campbell-Savona: \$4,004, Canaseraga: \$117, Canisteo-Greenwood: \$68, Corning: \$9,205, Elmira: \$11,605, Elmira Heights: \$1,238, Hammondsport: \$1,082, Hornell: \$149, Horseheads: \$1 898, Odessa-Montour: \$1,410, Prattsburgh: \$120, Spencer-Van Etten: \$351, Watkins Glen: \$1,760, Waverly: \$6,842, Misc. Revenue: (Chemung County: \$86, Horseheads Historical Society: \$131, Notre Dame High School: \$534, St. Mary Our Mother: \$17, Steuben County: \$864, Village of Horseheads: \$414)
108-19	512.000	Corning: \$57,850, Horseheads: \$7,642
109-19	525.000	Horseheads: \$2,539
110-19	537.000	Addison: \$860, Corning: \$7,117, Hornell: \$3,500, Jasper-Troupsburg: \$161
111-19	605.000	Arkport: (\$2,130), Misc. Revenue: (Schuyler County: \$3,000, Wings of Eagles: \$170)
112-19	624.000	Misc. Revenue: \$20

3. Budget Decreases for 2018-2019:

Item #	CoSer #	Title	Decrease	From	To
113-19	218.499	Special Education 1:12:3 w/Catt-Allegany BOCES	\$ 63,542	\$ 63,542	\$ 0
114-19	255.499	Special Education 1:12:1 w/Catt-Allegany BOCES	\$ 69,574	\$ 69,574	\$ 0
115-19	506.000	Curriculum Development	\$ 9,760	\$ 950,880	\$ 941,120

These decreases will be supported as follows:

113-19	218.499	Canisteo-Greenwood: (\$63,542)
114-19	255.499	Alfred-Almond: (\$69,574)
115-19	506.000	Avoca: (\$3,904), Canaseraga: (\$5,856)

4. Transfers within programs for 2018-2019:

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>
605	Computer Services: Mgmt.	A605-7710-160-3-00 NI Salaries		\$ 9,900
		A605-7710-160-V-00 NI Salaries		\$ 8,215
		A605-7710-160-X-00 NI Salaries		\$ 8,215
		A605-7710-160-2-00 NI Salaries	\$ 26,330	
Total			\$ 26,330	\$ 26,330

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2018-19:

- a. Title 1, Part D, Neglected and Delinquent Grant accepted and the budget established in the amount of \$50,797 for the period September 1, 2018 through August 31, 2019 as attached. Approval was received on December 4, 2018.
- b. STAC (Systems to Track and Account for Children) grant for services accepted and the budget established in the amount of \$500,000 for the period July 1, 2018 through June 30, 2019 as attached. Approval was received on December 4, 2018.
- c. Equivalent Attendance (EA) accepted and budget established in the amount of \$45,000 for the period July 1, 2018 through June 30, 2019.

C. Purchasing

1. Permission to bid the following item:
 - a. Frame Alignment System, for structural and cosmetic repairs, for the Coopers Auto Body Shop.

D. Acceptance of Donations

1. \$500 for Special Olympics Transportation from Day Automation Systems, Inc., 7931 Rae Boulevard, Victor, NY 14564.
2. \$500 for Special Olympics Transportation from Hunt Engineers, Architects & Surveyors, P.C., Airport Corporate Park, 100 Hunt Center, Horseheads, NY 14845.
3. \$250 for Special Olympics Transportation from John H. Cook, Jr. Painting Contractor, Inc., 510 Baldwin Street, PO Box 1903, Elmira, NY 14902-1903.
4. \$500 for Special Olympics Transportation from Welliver McGuire Inc., 250 North Genesee Street, Montour Falls, NY 14865.
5. \$500 for Special Olympics Transportation from Edger Enterprises of Elmira Inc., 330 East 14th Street, Elmira Heights, NY 14903.

6. Universal gym equipment to the Bush Alternative Education Program from Kelly White, 134 McCauley Ave., Elmira Heights, NY 14903.

E. Authorization to Pay the Following Membership Dues

1. Chemung County Chamber of Commerce dues in the amount of \$620 for 2019 for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

CARRIED UNANIMOUSLY

6. PERSONNEL

19-073

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

A. Retirement

1. Stephanie Wilson

Position:	Coordinator of School Library Systems
Effective:	August 30, 2019
Date of Hire:	November 6, 2000

B. Resignations

1. Jacob Baldwin

Position:	Custodian
Effective:	end of day December 12, 2018
Date of Hire:	July 11, 2018
Reason:	other employment

2. Christine Brown

Position:	Teacher Aide
Effective:	end of day December 21, 2018
Date of Hire:	September 4, 2018
Reason:	personal reasons

3. Todd Goho

Position:	Principal of Special Education
Effective:	end of day December 21, 2018
Date of Hire:	December 9, 2013
Reason:	personal reasons

4. Stephanie Thomas

Position:	Teacher Aide
Effective:	end of day January 7, 2019
Date of Hire:	September 4, 2018
Reason:	other employment

5. Linda Charlene Wallenbeck

Position:	Teacher, Special Education
Effective:	end of day December 21, 2018
Date of Hire:	October 30, 2017
Reason:	to accept the position of Teaching Assistant with GST BOCES

6. Athena Ackley

Position: School Social Worker
Effective: end of day January 10, 2019
Date of Hire: August 30, 2016
Reason: personal reasons

C. Salary Change

1. Jesse Dilly

Position: Network Technology Specialist
Salary: increased from \$36,941.00 per year to **\$38,500.00** per year, prorated
Effective: January 2, 2019
Reason: due to a resignation and increase in duties

D. Increase to Position

- 1. Teaching Assistant, Culinary Arts**, one 10 month, school calendar position, increased from part-time (.48 FTE) to part-time (.5 FTE), effective November 13, 2018, due to the increase in districts' requests for services.

E. Increase in Assignment

1. Patricia Mullen

Position: Teaching Assistant, Culinary Arts, part-time, 10 month, school calendar position, **Non-Tenured** appointment
Effective: November 13, 2018
Increase: from part-time (.48 FTE) to **part-time (.5 FTE)**
Certification: Level 3, Teaching Assistant, December 22, 2017
Experience: 2+ years' related experience
Salary: \$33,281.00 per year, prorated (Step 3 + Credit Hour Stipend + Degree Stipend)
Reason for Appt: due to the increase in districts' requests for services

F. Creation of Position

- 1. Accountant (School)**, one full-time (1.0 FTE), 12 month position, Bush Education Center, effective January 2, 2019, due to the realignment of duties within the department.

G. Change in Civil Service Appointments

1. Jennifer Morris

Position: Senior Account Clerk to **Principal Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam
Effective: December 3, 2018
Location: Bush Education Center

Education: Associate in Applied Science, Human Services,
Corning Community College
Experience: 5 years' related experience
Salary: \$19.73 per hour (grade 13, step 1)
Reason for Appt: due to an internal transfer

2. Megan Leach

Position: Principal Account Clerk to **Accountant (School)**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam
Effective: January 2, 2019
Location: Bush Education Center
Education: Diploma, Jasper-Troupsburg Central School
Experience: 8+ years' related experience
Salary: \$46,000.00 per year, prorated
Reason for Appt: due to the realignment of duties within the department

H. Change from Civil Service Provisional Appointments to Probationary Appointments, due to successful passing of Civil Service Exam

1. Sarah Stanton

Position: **Account Clerk**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: December 6, 2018
Probationary Period: December 6, 2018 through December 5, 2019
Civil Service List #: DCAC1118
Salary: no change in salary

2. Casey Getman

Position: **Operations Communication Specialist**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: December 14, 2018
Probationary Period: December 14, 2018 through December 13, 2019
Civil Service List #: 19971
Salary: no change in salary

3. Dylan Dewert

Position: **Operations Communication Specialist**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: December 15, 2018
Probationary Period: December 15, 2018 through December 14, 2019
Civil Service List #: 19971
Salary: no change in salary

I. Discontinuation of Employment

1. David Brown

Position: Computer Programmer Analyst Trainee
Effective: end of day December 12, 2018
Date of Hire: August 13, 2018

J. Extension of Tenure Probationary Periods

1. Rachael Sutryk

Position: Teaching Assistant
Probationary Period
Extension: from October 16, 2021 to **December 11, 2021***
Reason: due to leave without pay for the purpose of student teaching

2. Anthony Serdula

Position: Teaching Assistant
Probationary Period
Extension: from January 1, 2022 to **April 16, 2022***
Reason: due to leave without pay for the purpose of student teaching

3. Holly McNelis

Position: School Counselor
Probationary Period
Extension: from June 30, 2022 to **August 9, 2022***
Reason: due to leave without pay for the purpose of maternity leave

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

1. Stefanie Mayr

Position: **Staff Development Coordinator**, full-time (1.0 FTE), 12 month position, **Probationary** appointment
Effective: October 31, 2018
Location: Canaseraga and Avoca Central School Districts
Education: Master of Science, Reading, SUNY Fredonia
Certification: Professional, School District Leader, effective October 31, 2018
Probationary Period: October 31, 2018 through October 30, 2022*
Experience: 2 years' related experience
Salary: \$71,000.00 per year, prorated

L. Rescind Temporary Appointment, from October 2, 2018 BOE minutes, due to not meeting the minimum Civil Service requirements for the position of Network Technology Specialist

1. Anthony Caviness

Position: **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam

Effective: September 6, 2018

Location: Horseheads CSD and Campbell-Savona CSD

Education: High School Diploma, Boulder Valley School District, Broomfield, CO

Experience: 1 year of related experience

Salary: \$32,500.00 per year, prorated

Reason for Appt: due to an internal transfer

M. Appointments

1. Lori Krelie

Position: **Principal of Special Education**, full-time (1.0 FTE), 12 month position, **Probationary** appointment

Effective: February 11, 2019

Location: Wildwood Education Center

Education: Certificate of Advanced Studies, SUNY Brockport

Tenure Area: Principal of Special Education

Certification: Professional, School District Leader, effective February 5, 2016

Probationary Period: February 11, 2019 through February 10, 2023

Experience: 4 years' related experience

Salary: \$80,000.00 per year, prorated

Reason for Appt: due to a resignation

2. Elisabeth Bostwick

Position: **Instructional Support Teacher**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment

Effective: February 7, 2019

Location: Science Center

Education: Master of Science, Education, SUNY Cortland

Tenure Area: Instructional Support Services in Professional Development

Certification: Permanent, Pre-Kindergarten, Kindergarten and Grades 1-6, February 1, 2007

Probationary Period: February 7, 2019 through February 6, 2023*

Experience: 15 years' related experience

Salary: \$62,388.00 per year, prorated (step 14 + Credit Hour Stipend + Degree Stipend)

Reason for Appt: due to a resignation

3. Anthony Caviness

Position: **Network Technology Specialist Trainee**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam

Effective: September 6, 2018

Location:	Horseheads CSD (.4 FTE) and Campbell-Savona CSD (.6 FTE)
Education:	High School Diploma, Boulder Valley School District, Broomfield, CO
Experience:	1 year of related experience
Salary:	\$32,500.00 per year, prorated
Reason for Appt:	due to an internal transfer

N. Amend Appointment, from November 6, 2018 BOE minutes, due to incorrect certification and tenure tracking area

1. Amy Rigby

Position:	Teacher , New Visions Health, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment
Effective:	September 28, 2018
Location:	Wildwood Education Center
Tenure Area:	from Health Occupations Titles – Nurse's Assisting 7-12 to Health Occupations Titles – Practical Nursing 7-12
Certification:	from Trans A, Nurse's Assisting 7-12, September 28, 2018 through January 31, 2022 to Trans A, Practical Nursing 7-12 , September 28, 2018 through January 31, 2022
Probationary Period:	September 28, 2018 through September 27, 2022*
Salary:	\$54,868.00 per year, prorated (step 11)

*"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."

O. Report of Temporary and Substitute Personnel, as attached

CARRIED UNANIMOUSLY

7. PROGRAM

19-074

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 Bush Education Center, Cosmetology Program, as attached
- B.** Approval of Field Trip for Wildwood Education Center, Nurse Assisting Program, as attached
- C.** Approval of Field Trip for Coopers Education Center, Culinary Arts Program, as attached

CARRIED UNANIMOUSLY

8. OTHER BUSINESS

Doug Johnson explained that Board approval is required when hourly rates are increased. Bond, Schoeneck & King, PLLC was appointed as Special Counsel at the Annual Reorganizational Meeting but has not been used yet this fiscal year for legal services.

19-075

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

WHEREAS, the current billable hourly rates charged by the law firm Bond, Schoeneck & King, PLLC (“Bond”) for legal services performed for Greater Southern Tier Board of Cooperative Educational Services (“GST BOCES”) are \$205.00 for members, \$205.00 for associates, and \$100.00 for legal assistants; and

WHEREAS, those billable hourly rates have not been increased in more than five years;

IT IS HEREBY RESOLVED, that the Board of Education (the “Board”) of GST BOCES hereby approves an increase in the billable hourly rates charged by Bond for legal services performed by members from \$205.00 to \$225.00 per hour, without any increase to the billable hourly rates charged by Bond for legal services performed by associates and legal assistants; and

IT IS HEREBY FURTHER RESOLVED, that this increase in the billable hourly rates charged by members of Bond shall become effective for legal services performed on or after July 1, 2018.

CARRIED UNANIMOUSLY

9. SUPERINTENDENT’S REPORT

District Superintendent Frame stated that he would be providing the Board with a mid-term report as part of his evaluation and discussion during Executive Session.

EXECUTIVE SESSION

19-076

Upon the motion of Phillips, seconded by Bulkley, it was resolved to move to Executive Session at 5:43 p.m. to discuss 11 employment histories of particular persons and one issue of proposed, pending or current litigation.

CARRIED UNANIMOUSLY

OPEN SESSION

19-077

Upon the motion of Learn, seconded by Dlugos, it was resolved to move to Open Session at 5:54 p.m.

CARRIED UNANIMOUSLY

10. BOARD PRESIDENT’S REPORT

Stacy Saglibene introduced the Autism Outreach Team for GST BOCES: Special Education Teachers Sara Blauvelt, Nichole Jones, Kara Lorden, and Rebecca Sayers; Occupational Therapist Timothy Hayden; and Physical Therapist Patrick Thomas. This

group meets as a PLC (professional learning community) and their focus is to improve community experiences for those with autism spectrum disorders (ASD) via increased public and professional awareness. This team developed a presentation to inform the medical residents and staff physicians at the Arnot about ASD and give advice on interacting with autistic patients in the emergency department (presentation attached).

EXECUTIVE SESSION

19-078

Upon the motion of Learn, seconded by Phillips, it was resolved to move to Executive Session at 6:34 p.m. to discuss one employment history of a particular person.

CARRIED UNANIMOUSLY

11. ADJOURNMENT

19-079

Upon the motion of Learn, seconded by Dlugos, it was resolved to end Executive Session and to adjourn the meeting at 7:36 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

ket
January 11, 2019

Kathleen E. Taylor
Board Clerk
