

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. 7, Room 110

Tuesday, April 2, 2019
5:00 p.m.

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

EXCUSED: Neil Bulkley, Chuck Comer, Alice Learn

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

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President Keddell called the meeting to order at 4:58 p.m. and led the Pledge of Allegiance.

2. ACCEPTANCE OF THE AGENDA WITH ADDENDA

19-099

Upon the motion of Dlugos, seconded by Lemmon, it was resolved to accept the agenda with addenda.

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

None.

4. CONSENSUS ITEMS

19-100

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

A. Approval of Minutes

1. Regular Board Meeting – March 5, 2019

B. Treasurer's Report

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – February 2019

C. Internal Claims Auditor Report – February 2019

CARRIED UNANIMOUSLY

5. **FINANCE**

The Audit Committee met prior to the Board Meeting. Board Member Scott summarized the recommendations outlined in the 2018-2019 Internal Audit Risk Assessment Report (attached). The auditors are looking for recommendations for the next focus area and the committee recommended that they focus on purchasing.

19-101

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

A. General Fund Establishments and Adjustments

1. Budget Increases for 2018-2019:

Item #	CoSer#	Title	Increase	From	To
194-19	101.000	Career & Technical Education	\$ 99,500	\$ 16,640,589	\$ 17,072,089
195-19	401.000	Arts in Education	\$ 2,100	\$ 387,828	\$ 389,928
196-19	403.001	Alternative Education (ABL)	\$ 250	\$ 123,418	\$ 123,668
197-19	426.000	Exploratory Enrichment	\$ 2,400	\$ 129,943	\$ 132,343
198-19	430.000	Distance Learning	\$ 41,000	\$ 511,369	\$ 552,369
199-19	511.000	Printing	\$ 134,020	\$ 1,636,821	\$ 1,770,841
200-19	513.000	Library Services/Media	\$ 384	\$ 266,127	\$ 266,511
201-19	517.000	Coordination: Other (SDP)	\$ 59,250	\$ 42,000	\$ 101,250
202-19	525.000	Staff Development: Certified & Administration	\$ 3,000	\$ 1,262,707	\$ 1,265,707
203-19	528.000	Industry/Education Activities Coordination (CDC)	\$ 400	\$ 548,240	\$ 548,640
204-19	537.000	School/Curr. Improvement Plan	\$ 500	\$ 1,616,590	\$ 1,617,090
205-19	550.591	Computer Service: Instructional w/Erie 1 BOCES	\$ 286,375	\$ 1,457,873	\$ 1,744,248
206-19	555.591	Model Schools w/Erie 1 BOCES	\$ 587	\$ 44,550	\$ 45,137
207-19	605.000	Computer Service: Management	\$ 139,037	\$ 13,534,940	\$ 13,673,977
208-19	614.000	Public Information Service	\$ 880	\$ 174,419	\$ 175,299
209-19	629.591	Computer Service: Management w/Erie 1 BOCES	\$ 25,462	\$ 3,470,848	\$ 3,496,310
210-19	659.591	Policy Manual Service w/Erie 1 BOCES	\$ 15,450	\$ 78,570	\$ 94,020
211-19	674.591	Negotiations w/Erie 1 BOCES	\$ 2,500	\$ 5,445	\$ 7,945

These increases will be supported as follows:

194-19	101.000	Misc. Revenue: (Special Legislative Grant – Bullet Aid: \$99,500)
195-19	401.000	Bath: (\$2,400), Canaseraga: \$4,500
196-19	403.001	Misc. Revenue: (Horseheads Cheerleading: \$250)
197-19	426.000	Bath: \$2,400
198-19	430.000	Watkins Glen: \$41,000
199-19	511.000	Addison: \$2,143, Arkport: \$420, Bath: \$68, Bradford: \$67, Campbell-Savona: \$2,223, Canaseraga: \$28, Canisteo-Greenwood: \$108, Corning: \$26,039, Elmira: \$31,300, Elmira Heights: \$1,187, Hammondsport: \$92, Hornell: \$340, Horseheads: \$2,274, Odessa-Montour: \$2,762, Prattsburgh: \$57, Spencer-Van Etten: \$205, Watkins Glen: \$781, Waverly: \$6,788, Misc. Revenue: (Electronic Business Products: \$54,715, St. Mary Our Mother: \$181, Steuben County: \$648, Village of Horseheads: \$1,594)
200-19	513.000	Hornell: \$384
201-19	517.000	Capital Region BOCES: (South Colonie: \$4,500), DCMO BOCES: (Unatego: \$4,500, Walton: \$2,250), Erie 1 BOCES: (Depew: \$2,250, Kenmore-Town of Tonawanda: \$13,500), Herkimer BOCES: (Frankfort-Schuyler: \$4,500), OCM BOCES: (Baldwinsville: \$9,000), WFL BOCES: (Williamson: \$4,500), WSWHE BOCES: (Glens Falls: \$4,500, BOCES: \$2,250), Misc. Revenue: \$7,500
202-19	525.000	Misc. Revenue: (CUNY Research Foundation: \$3,000)
203-19	528.000	Misc. Revenue: (Elmira - Extended School Day Grant: (\$3,200), Hornell - Extended School Day Grant: \$3,600)
204-19	537.000	Canaseraga: \$500
205-19	550.591	Addison: \$2,369, Alfred-Almond: \$89,236, Arkport: \$238, Canaseraga: (\$67), Canisteo-Greenwood: \$72, Corning: \$39, Hammondsport: \$193,640, Hornell: \$30, Jasper-Troupsburg: \$680, Prattsburgh: \$138
206-19	555.591	Avoca: \$587
207-19	605.000	Misc. Revenue: (Autism: \$136, DASA: \$2,698, E-Rate: \$76,519, Erie 1 BOCES: \$58,153, Wings of Eagles: \$1,531)
208-19	614.000	Addison: \$880
209-19	629.591	Addison: \$2,409, Alfred-Almond: \$6,147, Arkport: \$1,464, Avoca: (\$193), Canaseraga: \$1,516, Canisteo-Greenwood: \$2,078, Corning: (\$39), Hammondsport: \$9,050, Hornell: (\$4,189), Jasper-Troupsburg: \$2,436, Prattsburgh: \$4,783
210-19	659.591	Bath: \$10,800, Bradford: \$50, Jasper-Troupsburg: \$200, Spencer-Van Etten: \$4,400
211-19	674.591	Addison: \$2,500

2. Budget Decrease for 2018-2019:

Item #	CoSer #	Title	Decrease	From	To
212-19	512.000	Computer Service: Instructional	\$ 41,000	\$ 3,172,732	\$ 3,131,732

This decrease will be supported as follows:

212-19	512.000	Watkins Glen: (\$41,000)
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3. 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>
204	Special Education 1:12:3	A204-4210-150-0-00 Certified Salaries		\$ 10,362
		A204-4210-160-0-00 N-I Salaries	\$ 10,362	
		Total	\$ 10,362	\$ 10,362
445	P-TECH	A445-5880-150-0-00 Certified Salaries		\$ 108,000
		A445-5880-811-0-00 NYS TRS		\$ 11,000
		A445-5880-160-0-00 N-I Salaries	\$ 33,000	
		A445-5880-200-0-00 Equip \$500-\$4999	\$ 3,981	
		A445-5880-204-0-00 Sm Equip < \$500	\$ 30,000	
		A445-5880-300-0-00 Supplies	\$ 35,593	
		A445-5880-400-0-00 Contract & Other	\$ 16,426	
		Total	\$ 119,000	\$ 119,000

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2018-2019:

- TABE (Test of Adult Basic Education) Schuylar County contract for services accepted and the budget established in the amount of \$10,000 for the period January 1, 2019 through December 31, 2019 as attached. Approval was received on March 12, 2019.

C. Purchasing

- Approval of Resolution, as attached, to bid to purchase the following: Grocery, meat, equipment, produce, paper, ice cream, milk and bread for 2019-2020 for various component and non-component districts in the Food Service Management Program and BOCES programs.
- Approval of Resolution, as attached, for the Installment Purchase Agreement for Laptops, Desktops and a Projector in the amount of \$50,000 for the Elmira Heights Central School District for a four year term.
- Permission to bid the 2019-2020 Capital Project work. The project consists of the following work at the following building and sites:

Pauline G. Bush Campus (Elmira)

- Building 8 Partial renovation to include Toilet Rooms, Office and Conference Room

Coopers Campus (Painted Post)

- Building 3 Renovate existing B & E Area into (2) Classrooms

Wildwood Campus (Hornell)

3. Building 3 Renovate existing Counselor's Suite and Atrium Area
Renovate existing Main Office Area Roof replacement

4. Approval of resolution, as attached, 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, Otsego-Northern Catskills BOCES, Washington-Saratoga-Warren-Hamilton-Essex BOCES. Onondaga-Cortland-Madison BOCES is coordinating the RFP.

D. 2018-2019 Internal Audit Report

1. Acceptance of the 2018-2019 Internal Audit Risk Assessment Update Report, as attached, and approval of the selection of Purchasing as the focus area for the 2018-2019 Internal Audit.

E. Acceptance of Donated Item

1. 2015 Nissan Sentra to the Bush Auto Body Program from Dawn Hanrahan, 44 Glendale Drive, Horseheads, NY 14845.

CARRIED UNANIMOUSLY

6. PERSONNEL

19-102

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

A. Retirements

1. Arlene Jerzak

Position:	Registered Professional Nurse
Effective:	end of the day June 26, 2019
Date of Hire:	September 1, 1987

2. Kimberly Quinlan

Position:	Registered Professional Nurse
Effective:	end of the day June 26, 2019
Date of Hire:	December 1, 2003

3. Dennis Greeno

Position:	Cleaner
Effective:	end of the day June 28, 2019
Date of Hire:	October 20, 1994

4. Carol Hillman

Position:	Program Assistant
Effective:	end of the day June 28, 2019
Date of Hire:	May 28, 1991

5. Cynthia Sechrist

Position:	Teacher
Effective:	end of the day June 28, 2019
Date of Hire:	October 31, 2005

6. Barbara Teeter

Position:	Teacher Aide
Effective:	end of the day June 29, 2019
Date of Hire:	March 21, 1991

7. Dorothy Berry

Position:	Administrative Assistant
Effective:	end of the day July 3, 2019
Date of Hire:	July 25, 1988

B. Resignations

1. Sierra Atwell

Position:	Teacher Aide
Effective:	end of the day March 15, 2019
Date of Hire:	September 4, 2018
Reason:	other employment

2. Calvin Blish

Position:	Teacher Aide
Effective:	end of the day March 18, 2019
Date of Hire:	February 6, 2019
Reason:	personal reasons

3. Elisabeth Hall

Position:	AV Aide
Effective:	end of the day March 22, 2019
Date of Hire:	June 8, 2015
Reason:	personal reasons

4. Melissa Horning

Position:	Licensed Practical Nurse
Effective:	end of the day March 26, 2019
Date of Hire:	September 4, 2018
Reason:	personal reasons

5. Todd Chichester

Position:	Network Technology Specialist
Effective:	end of day April 1, 2019
Date of Hire:	May 24, 1999
Reason:	personal reasons

C. Decrease to Position

- 1. Career Education Resource Specialist**, one 10 month, school calendar position, decreased from full-time (1.0 FTE) to part-time (.8 FTE), effective March 4, 2019, due to request of the employee.

D. Decrease in Assignment

1. Robin Ott

Position: **Career Education Resource Specialist**
Effective: March 4, 2019
Decrease: from 1.0 FTE to .8 FTE
Salary: \$17.00 per hour
Reason: due to request of the employee

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

1. James Goodwin

Position: **Operations Communication Specialist**
Permanent Date: May 2, 2019

2. Nannette Hatch

Position: **Administrative Assistant**
Permanent Date: May 9, 2019

3. Nancy Wegman

Position: **Career Education Resource Specialist**
Permanent Date: May 10, 2019

F. Creation of Positions

- 1. Accountant (School),** full-time (1.0 FTE), 12 month position, Central Business Office, Bush Education Center, effective January 8, 2019, due to the increase in districts' requests for services.
- 2. Program Assistant, full-time (1.0 FTE), 12 month position, T.A. Edison, Elmira Heights CSD,** effective April 1, 2019, due to the increase in districts' requests for services.

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

1. Justin Monroe

Position: **Teaching Assistant,** Welding and Machine Trades, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: March 16, 2019
Location: Coopers Education Center
Education: High School Diploma, Addison CSD
Certification: Level 1, Teaching Assistant, effective March 16, 2019 through August 31, 2022
Probationary Period: March 16, 2019 through March 15, 2023
Experience: no related work experience
Salary: \$27,287.00 per year, prorated (step 1 + Credit Hours Stipend)
Reason for Appt: due to the increase in districts' requests for services

H. Appointments

1. Devin Bailey

Position: **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment
Effective: March 25, 2019
Civil Service List #: Continuous Recruitment List
Location: Bush Education Center
Education: Associate in Applied Science, Directed Studies, Corning Community College
Probationary Period: March 25, 2019 through March 24, 2020
Experience: 1+ years' related experience
Salary: \$33,000.00 per year, prorated
Reason for Appt: due to an internal transfer

2. Joseph Seymour

Position: **Custodian**, full-time (1.0 FTE), 12-month position, Competitive Civil Service, **Probationary** appointment
Effective: April 3, 2019
Civil Service List #: To be determined
Location: Bush Education Center
Education: GED, New York State
Probationary Period: April 3, 2019 through April 2, 2020
Experience: 2+ years' related experience
Salary: \$15.07 per hour (Grade 4, Step 2)
Reason for Appt: due to a resignation

3. Sarah Stanton

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12-month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam
Effective: March 4, 2019
Location: Bush Education Center
Education: High School Diploma, Elmira City School District
Experience: 10+ years' related experience
Salary: \$16.85 per hour (Grade 9, Step 4)
Reason for Appt: due to an internal transfer

4. Jennifer Wheeler

Position: **Program Assistant**, full-time (1.0 FTE), 12-month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam
Effective: April 1, 2019
Location: T.A. Edison, Elmira Heights CSD
Education: High School Diploma, Elmira Heights CSD
Experience: 18 years' related experience
Salary: \$16.85 per hour (Grade 9, Step 4)
Reason for Appt: due to the increase in districts' requests for services

5. Jason Andrews

Position: **Co-Administrator of Superintendent Development Program**, part-time, **Unclassified** appointment
Effective: January 2, 2019
Location: GST BOCES District wide
Education: Master of Arts, Education, University of New England
Certification: Permanent, School District Administrator, September 1, 2003
Salary: \$10,000.00 per year, prorated

6. Robert Ike

Position: **Co-Administrator of Superintendent Development Program**, part-time, **Unclassified** appointment
Effective: January 2, 2019
Location: GST BOCES District wide
Education: Master of Science Education, Education, SUNY Oswego
Certification: Permanent, School District Administrator, September 1, 2000
Salary: \$10,000.00 per year, prorated

I. Mentoring Stipend, first year, Stipend of \$1,083 per year, prorated

1. **Sandra Brenen** mentoring **Allison Rourke**, effective March 5, 2019 through June 26, 2019
2. **Kathleen Loven** mentoring **Alan Ackley**, effective March 8, 2019 through June 26, 2019
3. **Kathleen Loven** mentoring **Billy Doell**, effective March 8, 2019 through June 26, 2019

J. Mentoring Stipend, third year, Stipend of \$866 per year, prorated

1. **Kimberly Driskell** mentoring **Andrew Ratchford**, effective March 1, 2019 through June 26, 2019

K. Amend LPN Medicaid Oversight Stipend, from the February 5, 2019 BOE Minutes, changing end date from June 26, 2019 **to February 29, 2019**, and **prorating the mentoring stipend amount** of \$1,000 per year

1. Amy Nero, Registered Professional Nurse

L. Amend Name, from the March 5, 2019 BOE Minutes, correcting the name of employee

1. **Virginia Garfield**
Position: correct name **Victoria Garfield**
Network Technology Specialist, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service **Probationary** appointment
Effective: February 22, 2019
Probationary Period: February 22, 2019 through February 21, 2020
Salary: \$33,000.00 per year, prorated
Reason: due to successful passing of Civil Service Exam

*“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

CARRIED UNANIMOUSLY

7. PROGRAM

19-103

Upon the recommendation of the Superintendent, and on the motion of Lemmon, seconded by Wheeler, it was resolved to approve the following field trip:

- A. Approval of Field Trip for Wildwood Education Center, Alternative Education Program, as attached

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT’S REPORT

Board President Keddell asked Linda Perry, Director of Instructional Support Services, to report on services offered. Linda Perry summarized the different areas that ISS is involved with. Linda introduced Angie Olkey, Supervisor of STEM, who explained how BOCES supports STEM initiatives in districts and spoke specifically about how coding has been incorporated into curriculums. Angie displayed several robotics STEM kits that require coding stating that kits range from K-12 grade levels. Linda Perry explained that the Model Schools professional development offerings teach teachers how to use these STEM kits. All districts are able to sign out these kits. Linda shared a list of ISS activities (attached) and distributed copies of the 2019-2020 Professional Development catalog.

Board President Keddell asked Matt Talada to talk about Summer of Innovation at next month’s meeting.

9. SUPERINTENDENT’S REPORT

District Superintendent Frame shared the following:

- Computer Based Testing was cancelled for Wednesday, April 3 due to the vendor program shutting down. All of the District Superintendents had a conference call today to discuss this issue. Guidance will be sent out from the state.
- Hundreds of students were inducted into the National Technical Honor Society over the past few weeks.
- A former culinary student recently sent a notification that she has been doing amazing things since graduating from the Culinary Arts program at BOCES. She is currently in Antarctica and previously worked in New York City. Jim will share this notification with the Board.

- Jim will be meeting with the Elmira Heights Board of Education on Thursday to discuss the superintendent search process. Mary Beth Fiore will be retiring in January 2020.
- Sarah Vakkas held the first Regional Crisis Planning Team meeting last week. Jim spoke to the group about the mission to respond to crisis with intention. The goal of this group is to have a team to dispatch to districts when in crisis. Districts selected staff members to volunteer for this group.
- Jim has visited multiple BOCES special education programs over the past few weeks. He has witnessed unbelievable teaching and caring of students by staff that do great work. Visits consisted of tours by students and observation of classroom lessons.
- The state budget passed on April 1. The District Superintendent salary cap was modified for the first time since 2003.
- Some key staff members are leaving SED. Jhone Ebert, Senior Deputy Commissioner for Education Policy, has accepted a position in Nevada as Commissioner of Education. Angelica Infante-Green, Deputy Commissioner of Instructional Support, has been chosen for Commissioner of Education for Rhode Island.

EXECUTIVE SESSION

19-104

Upon the motion of Dlugos, seconded by Scott, it was resolved to move to Executive Session at 5:45 p.m. to discuss four employment histories of particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION

19-105

Upon the motion of Dlugos, seconded by Scott, it was resolved to move to Open Session at 6:02 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

19-106

Upon the motion of Dlugos, seconded by Maloney, it was resolved to adjourn the meeting at 6:02 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

ket
April 4, 2019

Kathleen E. Taylor
Board Clerk