

**Schuyler-Steuben-Chemung-Tioga-Allegany  
Board of Cooperative Educational Services**

9579 Vocational Drive, Painted Post, New York 14870-9518

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**REORGANIZATIONAL BOARD MEETING**

**Tuesday, July 9, 2019**

**Coopers Education Center, Building #8, DL Room**

**5:30 p.m.**

**PRESENT:** Neil Bulkley, Don Keddell, Alice Learn, Matt Maloney, Bill Peoples, Jr., Brian O'Donnell, Tom Phillips, Gary Scott, Bob Wheeler

**EXCUSED:** Amy Dlugos, Mark Lemmon

**ALSO PRESENT:** District Superintendent James Frame  
Cabinet Members: Brian Bentley, Patricia Cardona, Doug Johnson, Vince Moschetti, Linda Perry, Stacy Saglibene, Chuck Stefanini, Matt Talada, Sarah Vakkas; Board Clerk Kate Taylor; Guest: Caitlin Keller

**1. Call to Order and Pledge of Allegiance - District Superintendent Frame**

District Superintendent Frame called the meeting to order and led the Pledge of Allegiance at 5:34 p.m.

Jim welcomed BOCES employee, Caitlin Keller, who is enrolled in the Brockport administrative program.

**2. Acceptance of the Agenda**

**20-001**

Upon the motion of Learn, seconded by Scott, it was resolved to accept the agenda.

**CARRIED UNANIMOUSLY**

**3. Appointment of Kathleen Taylor as Board Clerk for the 2019-2020 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services**

**20-002**

Upon the motion of Learn, seconded by Bulkley, it was resolved to appoint Kathleen Taylor as Board Clerk for the 2018-2019 fiscal year.

**CARRIED UNANIMOUSLY**

**4. Oath of Office to Re-Elected and Newly Elected Board of Education Members**

(Neil Bulkley, Mark Lemmon, Matthew Maloney, Brian O'Donnell, Thomas Phillips)

District Superintendent Frame administered the Oath of Office to Board Members Neil Bulkley, Matthew Maloney, Brian O'Donnell, and Thomas Phillips. Mark Lemmon was not present and will take the Oath of Office at the August meeting.

**5. Election and Oath of Officers of the Board of Education**

**20-003**

A. Election of Board President & Oath of Office (conducted by District Superintendent Frame)

Alice Learn nominated Donald Keddell as Board President, seconded by Bill Peoples. Upon the motion of Scott, seconded by Wheeler, it was resolved to close nominations. Nominations being closed, the Board unanimously re-elected Donald Keddell to the position of President of the GST BOCES Board of Education for the fiscal year 2019-2020.

CARRIED UNANIMOUSLY

**20-004**

B. Election of Board Vice President & Oath of Office (conducted by Board President)

Bob Wheeler nominated Alice Learn as Board Vice President, seconded by Neil Bulkley. Upon the motion of Scott, seconded by Maloney, it was resolved to close nominations. Nominations being closed, the Board unanimously elected Alice Learn to the position of Vice President of the GST BOCES Board of Education for the fiscal year 2019-2020.

CARRIED UNANIMOUSLY

District Superintendent Frame administered the Oath of Office to Board President Don Keddell and Board Vice President Alice Learn.

**6. Appointments**

**20-005**

Upon the motion of Scott, seconded by Bulkley, it was resolved to appoint the following to the indicated positions for the 2019-2020 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services:

- A. Deputy Board Clerk.....Tina Watson
- B. Treasurer .....Janice Conley
- C. Deputy Treasurer .....Kim Mehlenbacher
- D. Internal Claims Auditor.....Christina Beuter
- E. Deputy Internal Claims Auditors .....Melissa Manchester
- F. School Physician.....Guthrie Clinic Occupational Medicine,  
Sayre and Big Flats Offices  
Dr. Theodore Them  
Dr. Anthony Grippo  
Karol White, NP
- G. School Physician for Employee Related Needs .....Guthrie Clinic Occupational Medicine,  
Corning and Big Flats Offices  
Ann Klinger, NP  
Dr. Sheila Butler  
WellNow Urgent Care, Elmira  
Becky Bjorak, NP  
Kristen Hepfner, NP  
Jessica Price, NP  
Kellen Kreger, PA
- H. School Physician as Independent Service  
Providers for Student Related Needs.....Guthrie Southern Tier Pediatrics  
Dr. Laura Leonard
- I. School Attorney.....Sayles & Evans  
Aaron Alsheimer, Esq. of Counsel
- J. Special Counsel, Independent Servicer Provider....Hogan, Sarzynski, Lynch, DeWind,  
& Gregory, LLP  
Bond, Schoeneck, & King, PLLC
- K. Student Accounts and Activities.....as noted below
  - 1. Bush Education Center
  - Central Treasurer.....Sally Dillon
  - Deputy Central Treasurer .....Tamera Edsall
  - Auditor .....Janice Conley

2. Coopers Education Center
  - Central Treasurer.....Tina Parker
  - Deputy Central Treasurer .....Susan Hamilton
  - Auditor .....Janice Conley
3. Wildwood Education Center
  - Central Treasurer.....Michelle Chamberlin
  - Deputy Central Treasurer .....Sharyl Hammond
  - Auditor .....Janice Conley
- L. Independent Auditor.....Insero & Co.
- M. Records Retention and Disposition Officer .....C. Douglas Johnson
- N. Records Access Officer .....C. Douglas Johnson
- O. Purchasing Agent.....Elizabeth Guild
- P. Deputy Purchasing Agent .....T. Gregory Dale
- Q. Civil Rights Compliance Officer (Dignity for All Students Act, Section 504 and Title IX) .....C. Douglas Johnson
- R. Chief Information Officer .....Samuel Gauss
- S. Asbestos Hazard Energy Response Act Officer (AHERA) .....Brian Bentley
- T. Designated Educational Official under SAVE .....Sarah Vakkas
- U. Integrity Officer.....Sarah Vakkas
- V. Medicaid Compliance Officer .....Charles Stefanini
- W. Lead Evaluators .....as noted below
  1. Jeffrey Berdine
  2. Deidre Burchett
  3. Jessica Carpenter
  4. Sally Deane-Moshier
  5. Jesse Ferris
  6. Sara Fontana
  7. Sam Gauss
  8. Christine Gill
  9. Joelle Groff
  10. Colleen Hurd
  11. Paula Koehler
  12. Lori Krelie
  13. Danielle Major
  14. Katie McDonough
  15. Kristen Miller
  16. Corey Nicholson
  17. Jason Oliver
  18. Angela Olkey
  19. Richard Perkins
  20. Linda Perry
  21. Patricia Rhinehart
  22. Stacy Saglibene
  23. Lisa Sanford
  24. Erin Schiavone
  25. Rob Sherburne
  26. Ann Sincock
  27. Myia Smith
  28. Stephanie Stephens
  29. Matt Talada
  30. Sarah Vakkas
  31. Kathyryne Wood
- X. Dignity Act Coordinators .....as noted below
  1. Jeffrey Berdine
  2. Sally Deane-Moshier
  3. Jesse Ferris
  4. Sam Gauss
  5. Colleen Hurd
  6. Paula Koehler
  7. Lori Krelie
  8. Danielle Major
  9. Katie McDonough
  10. Richard Perkins
  11. Rob Sherburne
  12. Kathyryne Wood
- Y. Designated Board Committees .....as noted below
  1. GST BOCES Audit and Finance Subcommittee  
Neil Bulkley, Amy Dlugos, Thomas Phillips, Gary Scott
  2. GST BOCES Facilities Inspection Subcommittee  
Matthew Maloney, Williams Peoples, Jr., Robert Wheeler
  3. GST BOCES Policy Development Subcommittee  
Donald Keddell, Alice Learn, Mark Lemmon, Brian O'Donnell
- Z. Attendance Supervision Officers.....as noted below
  1. Career and Technical Education
    - Bush Education Center .....Virginia Hatfield
    - Coopers Education Center.....Susan Hamilton
    - Wildwood Education Center.....Sharyl Hammond

## 2. Special Education

Bush Education Center .....	Stephanie Davis
Bath/Campbell-Savona/Corning/Hornell Host Sites .....	Melanie Coots
Elmira/Elmira Heights/Horseheads Host Sites .....	Stephanie Davis
Itinerants.....	Michele Hibbard

CARRIED UNANIMOUSLY

## 7. Designations

20-006

Upon the motion of Wheeler, seconded by Learn, the following designations were approved:

### A. Official Depository

It is hereby resolved that M&T Bank, J.P. Morgan Chase Bank, Chemung Canal Trust Company, Five Star Bank, Steuben Trust, Bancorp Bank, New York Liquid Asset Fund, and others as needed are designated for checking and/or savings, for fiscal year 2019-2020 as shown on the attached detailed list.

### B. Board of Education Meetings

It is hereby resolved that the date and time for holding BOCES Board of Education Meetings are as follows:

<b>REORGANIZATIONAL &amp; REGULAR</b>	<b>July 9</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR</b>	<b>August 6</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR</b>	<b>August 27</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>NO MEETING</b>	<b>September</b>	-	-
<b>REGULAR</b>	<b>October 1</b>	5:30 p.m.	Wildwood, Bldg. 1, DL Room
<b>REGULAR</b>	<b>November 5</b>	5:30 p.m.	Bush, Bldg. 1, DL Room
<b>REGULAR</b>	<b>December 3</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR</b>	<b>January 7</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR</b>	<b>February 4</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR</b>	<b>March 3</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR ANNUAL</b>	<b>April 14</b>	5:00 p.m. 6:30 p.m.	Coopers, Bldg. 7, Room #110 Coopers, Bldg. 7, Cafeteria
<b>REGULAR</b>	<b>May 12</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room
<b>REGULAR</b>	<b>June 2</b>	5:30 p.m.	Coopers, Bldg. 8, DL Room

### C. Official Newspapers

It is hereby resolved that the Star-Gazette of Elmira, New York and the Evening Tribune of Hornell, New York are designated as the official newspapers for fiscal year 2019-2020.

CARRIED UNANIMOUSLY

## 8. Authorizations

20-007

Upon the motion of Scott, seconded by Maloney, the following authorizations were approved:

A. Certification of Payroll

It is hereby resolved that the Director of Human Resources and Employee Relations, C. Douglas Johnson, is authorized to certify payroll and that District Superintendent James Frame is authorized to certify payroll in the absence of C. Douglas Johnson for fiscal year 2019-2020.

B. Approval of Staff and Board Member Conference Attendance and Expenses

It is hereby resolved that District Superintendent James Frame or his designees are appointed to approve all conference attendance and expenses for fiscal year 2019-2020.

C. Establishment of Petty Cash Funds

It is hereby resolved that the establishment of Petty Cash Funds in the amounts designated and custodians thereof on the attached list is established and that the Treasurer and/or Deputy Treasurer are responsible for maintaining funds for fiscal year 2019-2020.

D. Signatures on Checks

It is hereby resolved that authorization to sign checks for the 2019-2020 fiscal year is given to the following listed personnel:

All Checks

Janice Conley  
Kim Mehlenbacher

Student Activity Accounts

Bush Education Center:

Sally Dillon  
Tamera Edsall

Coopers Education Center:

Tina Parker  
Susan Hamilton

Wildwood Education Center:

Michelle Chamberlin  
Sharyl Hammond

E. Budget Transfers

It is hereby resolved that authorization is granted to District Superintendent James Frame or his designee to approve Budget Transfers up to \$10,000 for fiscal year 2019-2020.

F. Apply for Grants

It is hereby resolved that District Superintendent Frame or his designee is authorized to approve applications for grants for fiscal year 2019-2020.

G. Employment of Temporary, Substitute, Full-Time and Part-Time Employees

It is hereby resolved that authorization is granted to District Superintendent James Frame to employ temporary, substitute, full-time and part-time employees on an interim basis for fiscal year 2019-2020 until such time as the Board of Education is able to act upon a formal recommendation for appointment.

H. Internal Controls Procedure

It is hereby resolved that the attached Internal Controls Procedure is accepted for fiscal year 2019-2020.

I. Legal Indemnification

It is resolved that the Board does and hereby approved legal indemnification of Board Members, Officers, the District Superintendent and School Administrators against all uninsured financial or property loss arising out of any proceeding, claim, demand, suit, tort, arbitration or judgment by reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while Board Member, Officer, District Superintendent, and School Administrator is acting within the scope of his/her employment or at the discretion of the Board of Education for fiscal year 2019-2020.

J. Liability Insurance

It is hereby resolved that the Board does and hereby approves the liability insurance carrier to be Utica National Insurance Company for fiscal year 2019-2020.

K. Employee Theft (Bonding)

It is hereby resolved that bonding for fiscal year 2019-2020 of all personnel in the amount of \$5,000,000 per loss plus \$1,000,000 for treasurers and internal claims auditors will be carried with Utica National Insurance Company.

L. Student Field Trips and Itineraries

It is hereby resolved that District Superintendent James Frame or his designee is authorized to approve student field trips for travel in New York State not requiring charter or contract transportation for fiscal year 2019-2020.

M. Food Service Advertise and Accept Bids for Food Items and Perishables

It is resolved that the Board authorizes the Food Service Director and bid/specification committee to advertise and accept bids for food items and perishables based on the bid schedules. Furthermore, the Board awards the bid for purchase of said food items and perishables to the lowest, responsible bidding firm meeting the specifications as advertised. Be it further understood that the Food Service Director shall inform said lowest, responsible bidder of the bid award.

N. Disposal of BOCES Property

It is hereby resolved that the Assistant Superintendent for Finance & Administrative Services, T. Gregory Dale, or his designee, Director of Facilities III Brian Bentley, is authorized to dispose of obsolete and surplus property for fiscal year 2019-2020.

O. Extracurricular Activities Accounts

It is hereby resolved that the Board authorizes the establishment of Extracurricular Activities Accounts at the Bush Education Center, Coopers Education Center, and Wildwood Education Center as shown on the attached list.

P. Execution of All Contracts

It is hereby resolved that the Board delegates to the District Superintendent the authority to execute all contracts on behalf of the BOCES. The District Superintendent may delegate such authority to the District Superintendent's Cabinet.

CARRIED UNANIMOUSLY

## 9. Other Items

**20-008**

Upon the motion of Learn, seconded by Wheeler, the following other items were approved:

### A. Adoption of All Policies, Code of Ethics, and Code of Conduct

It is hereby resolved that all policies, code of ethics, code of conduct, regulations and procedures in effect in the GST BOCES during the 2018-2019 fiscal year shall be carried over into the 2019-2020 fiscal year.

### B. Authorization to Establish Mileage Reimbursement

It is hereby resolved that the mileage reimbursement rate is 58¢ per mile for fiscal year 2019-2020.

**CARRIED UNANIMOUSLY**

## 10. Other Items

**20-009**

Upon the motion of Scott, seconded by Learn, it was resolved to adjourn the reorganizational meeting at 5:40 p.m.

**REGULAR BOARD MEETING**  
**Coopers Education Center, Building #8, DL Room**

**Tuesday, July 9, 2019**  
**Immediately following the**  
**Reorganizational Meeting**

### 1. Call to Order – Regular Meeting

Board President Keddell called the regular meeting to order at 5:43 p.m.

### 2. Acceptance of Agenda, with Addenda

**20-010**

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

**CARRIED UNANIMOUSLY**

### 3. Privilege of the Floor

Board Member Scott recognized Don Keddell as Board President, stating that Don does a tremendous job. His commitment and dedication to kids is outstanding. Board Member Bulkley agreed and also recognized Alice Learn as Board Vice President. The leadership between Don and Alice is outstanding.

### 4. Consensus Items

**20-011**

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

#### A. Approval of Minutes

1. Regular Board Meeting – June 4, 2019

## **B. Treasurer's Reports**

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

## **C. Internal Claims Auditor Reports – May 2019**

CARRIED UNANIMOUSLY

## **5. Finance**

**20-012**

Upon the recommendation of the Superintendent, and on the motion of Scott, seconded by Learn, 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	Increase	From	To
263-19	302.494	Itinerant Handicap: Other w/Monroe #1 BOCES	\$	580	
264-19	353.394	Itinerant Diag. & Prescriptive Svcs w/Dutchess BOCES	\$	4,506	
265-19	354.599	Itinerant Consultant Teacher w/Broome-Tioga BOCES	\$	1,089	
266-19	529.499	Printing w/Catt-Allegany BOCES	\$	22	
267-19	586.594	Grant Writing w/OCM BOCES	\$	3,150	
268-19	587.492	Curriculum Development w/Erie 2 BOCES	\$	1,753	
269-19	588.495	School/Curr Improvement w/WFL BOCES	\$	14,644	
270-19	627.495	Staff Development: Clerical w/WFL BOCES	\$	410	
271-19	672.493	Recruiting Svc w/GV BOCES	\$	300	

These establishments will be supported as follows:

263-19	302.494	Corning: \$580
264-19	353.394	Elmira: \$4,506
265-19	354.599	Waverly: \$1,089
266-19	529.499	Canisteo-Greenwood: \$22
267-19	586.594	Corning: \$1,050, Watkins Glen: \$1,050, Waverly: \$1,050
268-19	587.492	Arkport: \$1,753
269-19	588.495	Addison: \$14,276, Hornell: \$368
270-19	627.495	Campbell-Savona: \$410
271-19	672.493	Hornell: \$300

2. Budget Increases for 2018-2019:

Item #	CoSer#	Title	Increase	From	To
272-19	213.693	Special Class 1:8:1 w/TST BOCES	\$ 11	\$ 15,041	\$ 15,052
273-19	349.495	Itinerant Diagnostic Services w/WFL BOCES	\$ 82	\$ 489	\$ 571
274-19	401.000	Arts in Education	\$ 100	\$ 382,449	\$ 382,549
275-19	416.494	Academic Prog: Spec Fac w/Monroe #1 BOCES	\$ 370	\$ 83	\$ 453
276-19	419.693	Academic Prog: Spec Fac w/TST BOCES	\$ 1,800	\$ 4,320	\$ 6,120
277-19	421.594	Academic Prog: Spec Fac w/OCM BOCES	\$ 4,134	\$ 530	\$ 4,664
278-19	426.000	Exploratory Enrichment	\$ 3,700	\$ 144,201	\$ 147,901
279-19	511.000	Printing	\$ 83,957	\$ 1,858,863	\$ 1,942,820
280-19	527.000	Instructional Materials (Science Resource Center)	\$ 2,711	\$ 1,107,382	\$ 1,110,093
281-19	535.499	Equipment Repair w/Catt-Allegany BOCES	\$ 37,295	\$ 17,790	\$ 55,085
282-19	540.698	Staff Development: Certified w/PNW BOCES	\$ 13,750	\$ 52,453	\$ 66,203
283-19	545.496	School/Curr Improvement w/Monroe 2 BOCES	\$ 3,131	\$ 232	\$ 3,363
284-19	547.591	School/Curr Improvement w/Erie 1 BOCES	\$ 135	\$ 4,527	\$ 4,662
285-19	550.591	Computer Svc: Instructional w/Erie 1 BOCES	\$ 653,717	\$ 1,744,248	\$ 2,397,965
286-19	551.594	School/Curr Improvement w/OCM BOCES	\$ 3,079	\$ 15	\$ 3,094
287-19	555.591	Model Schools w/Erie 1 BOCES	\$ 1	\$ 45,137	\$ 45,138
288-19	562.493	School/Curr Improvement w/GV BOCES	\$ 55,350	\$ 26,072	\$ 81,422
289-19	605.000	Computer Svc: Mgmt	\$ 10,269	\$ 13,713,141	\$ 13,723,410
290-19	620.596	Public Info w/Capital BOCES	\$ 7,147	\$ 49,706	\$ 56,853
291-19	629.591	Computer Svc: Mgmt w/Erie 1 BOCES	\$ 241,151	\$ 3,496,310	\$ 3,737,461
292-19	633.493	Health Care Coordination w/GV BOCES	\$ 9,804	\$ 50,519	\$ 60,323
293-19	638.495	Cooperative Bidding Coordination w/WFL BOCES	\$ 5,397	\$ 21,588	\$ 26,985
294-19	649.493	Staff Development: Bus Drivers w/GV BOCES	\$ 200	\$ 463	\$ 663
295-19	651.495	Computer Svc: Mgmt w/WFL BOCES	\$ 508	\$ 3,227	\$ 3,735
296-19	659.591	Policy Manual Svc w/Erie 1 BOCES	\$ 200	\$ 94,020	\$ 94,220
297-19	670.494	Computer Svc: Mgmt w/Monroe #1 BOCES	\$ 50,281	\$ 33,497	\$ 83,778
298-19	674.591	Negotiations w/Erie 1 BOCES	\$ 3,905	\$ 7,945	\$ 11,850



### These increases will be supported as follows:

272-19	213.693	Spencer-Van Etten: \$11
273-19	349.495	Hammondsport: \$82
274-19	401.000	Avoca: (\$1,200), Campbell-Savona: \$1,300
275-19	416.494	Odessa-Montour: \$370
276-19	419.693	Elmira: \$720, Elmira Heights: (\$360), Spencer-Van Etten: \$810, Watkins Glen: \$630
277-19	421.594	Elmira: \$4,664, Watkins Glen: (\$530)
278-19	426.000	Avoca: \$1,200, Canisteo-Greenwood: \$2,500
279-19	511.000	Addison: \$1,884, Alfred-Almond: \$817, Arkport: \$930, Avoca: \$618, Bath: \$4,635, Bradford: \$745, Campbell-Savona: \$1,700, Canaseraga: \$82, Canisteo-Greenwood: \$1,299, Corning: \$16,307, Elmira: \$15,604, Elmira Heights: \$1,222, Hammondsport: \$2,781, Hornell: \$1,983, Horseheads: \$11,298, Odessa-Montour: \$2,648, Prattsburgh: \$168, Spencer-Van Etten: \$1,442, Watkins Glen: \$2,514, Waverly: \$7,657, Misc. Revenue: (Chemung County Youth Bureau: \$340, Elmira Water Board: \$252, Notre Dame: \$416, Steuben County: \$661, Town of Big Flats: \$1,790, Village of Horseheads: \$4,164)
280-19	527.000	Horseheads: \$2,711
281-19	535.499	Alfred-Almond: \$10,436, Arkport: \$2,275, Hornell: \$24,584
282-19	540.698	Canisteo-Greenwood: \$5,500, Hornell: \$8,250
283-19	545.496	Corning: \$3,131
284-19	547.591	Arkport: \$135
285-19	550.591	Addison: \$21,161, Alfred-Almond: \$99,955, Arkport: (\$2,530), Avoca: \$56,096, Bath: \$7,601, Canaseraga: \$2,041, Canisteo-Greenwood: \$218,120, Hammondsport: \$198,110, Hornell: \$12,672, Jasper-Troupsburg: \$40,491
286-19	551.594	Watkins Glen: \$3,079
287-19	555.591	Avoca: \$1
288-19	562.493	Hornell: \$55,350
289-19	605.000	Bath: \$8,250, Misc. Revenue: (Autism/DASA/ SAVE Trainings: \$1,881, Wings of Eagles: \$138)
290-19	620.596	Arkport: \$7,147
291-19	629.591	Addison: \$9,459, Alfred-Almond: \$9,381, Arkport: \$2,167, Avoca: \$4,123, Bath: (\$8,791), Campbell-Savona: \$299, Canaseraga: (\$1,259), Canisteo-Greenwood: \$30,871, Corning: (\$12,664), Hammondsport: \$8,266, Hornell: \$197,691, Jasper-Troupsburg: \$1,832, Prattsburgh: (\$224)
292-19	633.493	Bath: \$9,804
293-19	638.495	Addison: \$2,699, Alfred-Almond: \$1,349, Hammondsport: \$1,349
294-19	649.493	Avoca: \$200
295-19	651.495	Bath: \$508
296-19	659.591	Jasper-Troupsburg: \$200
297-19	670.494	Avoca: \$23, Elmira: \$4,020, Waverly: \$46,238
298-19	674.591	Campbell-Savona: \$3,905

### 3. Budget Increases for 2019-2020:

Item #	CoSer#	Title	Increase	From	To
001-20	508.000	Library Services/Media	\$ 8,024	\$ 448,112	\$ 456,136
002-20	512.000	Computer Svc: Instructional	\$ 212,993	\$ 3,231,562	\$ 3,444,555
003-20	513.000	Library Automation	\$ 3,124	\$ 318,884	\$ 322,008
004-20	527.000	Instructional Materials (Science Resource Center)	\$ 39,712	\$ 1,141,894	\$ 1,181,606
005-20	528.000	Industry/Education Activities Coordination (CDC)	\$ 1,000	\$ 698,142	\$ 699,142
006-20	537.000	School/Curr Improvement	\$ 55,000	\$ 1,642,965	\$ 1,697,965
007-20	617.000	School Food Mgmt: Central	\$ 127,252	\$ 2,300,196	\$ 2,427,448

### These increases will be supported as follows:

001-20	508.000	Hornell: \$8,024
002-20	512.000	Horseheads: \$177,993, Waverly: \$35,000
003-20	513.000	Hornell: \$200, Horseheads: \$2,924
004-20	527.000	Horseheads: \$16,346, Catt-Allegany BOCES: (Fillmore: \$23,366)
005-20	528.000	WFL BOCES: (Dundee: \$1,000)
006-20	537.000	Horseheads: \$55,000
007-20	617.000	Horseheads: \$127,252

### 4. Budget Decreases for 2018-2019:

Item #	CoSer #	Title	Decrease	From	To	
299-19	221.494	Special Class 1:12:3 w/Monroe #1 BOCES	\$ 48,476	\$ 285,340	\$ 236,864	300-19
444.692		Distance Learning-Language w/OHM BOCES	\$ 1	\$ 62,674	\$ 62,673	
301-19	616.594	Cooperative Bidding Coordination w/OCM BOCES	\$ 402	\$ 29,998	\$ 29,596	
302-19	621.494	Transportation: Handicap w/Monroe #1 BOCES	\$ 1,106	\$ 7,025	\$ 5,919	303-19
639.596		GASB 75 Planning Svc w/Albany BOCES	\$ 7,102	\$ 14,174	\$ 7,072	304-19
646.491		Computer Svc: Mgmt w/Nassau BOCES	\$ 1	\$ 22,169	\$ 22,168	

### These decreases will be supported as follows:

299-19	221.494	Hornell: (\$48,476)
300-19	444.692	Addison: (\$1)
301-19	616.594	Elmira: (\$402)
302-19	621.494	Hornell: (\$1,106)
303-19	639.594	Avoca: (\$7,102)
304-19	646.491	Hornell: (\$1)

## 5. Budget Decreases for 2019-2020:

Item #	CoSer #	Title	Decrease	From	To
008-20	401.000	Arts in Education	\$ 10,500	\$ 392,255	\$ 381,755
009-20	506.000	Curriculum Development	\$ 144,500	\$ 820,195	\$ 675,695
010-20	525.000	Staff Development	\$ 11,035	\$ 1,166,135	\$ 1,155,100
011-20	605.000	Computer Svc: Mgmt	\$ 184,647	\$ 13,625,721	\$ 13,441,074

These decreases will be supported as follows:

008-20	401.000	Horseheads: (\$10,500)
009-20	506.000	Arkport: (\$58,700), Hornell: (\$85,800)
010-20	525.000	Arkport: \$27,800, Bath: \$2,265, Horseheads: (\$55,000), Catt-Allegany BOCES: (Fillmore: \$13,900)
011-20	605.000	Alfred-Almond: \$3,049, Horseheads: (\$187,696)

## 6. Transfers within programs for 2018-2019:

### 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>
002	Rented Facilities	A002-1900-470-3-00 Rent-Unassigned		\$ 36,000
		A002-1900-470-4-00 Rent-Airprt Crp Pk		\$ 10,000
		A002-1900-470-0-03 Rent-Bath	\$ 33,750	
		A002-1900-470-0-05 Rent-Elmira Hgts	\$ 12,250	
		<b>Total</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>
209	Special Class 8:1:1	A209-4235-811-0-00 NYS TRS		\$ 10,583
		A209-4235-816-0-00 Health Insurance		\$ 55,987
		A209-4235-151-0-00 Instr. Sub. Salaries	\$ 10,834	
		A209-4235-153-0-00 Instr. HI Stipend	\$ 17,419	
		A209-4235-490-0-00 School Districts	\$ 38,317	
		<b>Total</b>	<b>\$ 66,570</b>	<b>\$ 66,570</b>
217	Special Class 6:1:1	A217-4230-456-0-00 Mileage		\$ 20,063
		A217-4230-153-0-00 Instr. HI Stipend	\$ 8,653	
		A217-4230-159-0-00 Instr. Wrkshp. Sal.	\$ 11,410	
		<b>Total</b>	<b>\$ 20,063</b>	<b>\$ 20,063</b>
305	Itinerant: Physical Therapy	A305-6716-200-0-00 Equip \$500-\$4999		\$ 2,440
		A305-6716-300-0-00 Supplies		\$ 510
		A305-6716-816-0-00 Health Insurance		\$ 7,550
		A305-6716-163-0-00 NI HI Stipend	\$ 10,500	
		<b>Total</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>
445	P-TECH	A445-5880-816-0-00 Health Insurance		\$ 14,344
		A445-5880-153-0-00 HI Stipend	\$ 9,344	
		A445-5880-163-0-00 NI HI Stipend	\$ 5,000	
		<b>Total</b>	<b>\$ 14,344</b>	<b>\$ 14,344</b>
612	Central Business Ofc.	A612-7017-816-0-09 Health Insurance		\$ 10,500
		A612-7017-163-0-01 NI HI Stipend	\$ 10,500	
		<b>Total</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>
617	School Food Mgmt.	A617-7612-161-0-00 NI Sub. Salaries		\$ 14,000
		A617-7612-163-0-00 NI HI Stipend		\$ 17,000
		A617-7612-164-0-00 Overtime	\$ 19,472	
		A617-7612-824-0-00 Dental Insurance	\$ 11,528	
		<b>Total</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>
701	O&M	A701-8010-164-0-99 Overtime		\$ 11,412
		A701-8010-166-0-99 Temp. Wages		\$ 8,848
		A701-8010-163-0-00 NI HI Stipend	\$ 20,260	
		<b>Total</b>	<b>\$ 20,260</b>	<b>\$ 20,260</b>
702	Special Educ. Adm.	A702-4010-204-1-00 Small Equip		\$ 16,329
		A702-4010-200-0-00 Equip \$500-\$4999	\$ 16,329	
		<b>Total</b>	<b>\$ 16,329</b>	<b>\$ 16,329</b>

705	Computer Svcs Admin.	A705-7710-160-0-01 NI Salaries		\$	13,313
		A705-7710-400-0-09 Contract & Other	\$	13,313	
		<b>Total</b>	<b>\$</b>	<b>13,313</b>	<b>\$ 13,313</b>
732	Rel. Svcs. 1:1 Aides	A732-4220-168-0-00 Teacher Aide		\$	18,000
		A732-4220-161-0-00 NI Sub. Salaries	\$	18,000	
		<b>Total</b>	<b>\$</b>	<b>18,000</b>	<b>\$ 18,000</b>

## **B. Federal Fund Establishments and Adjustments**

### **1. Budget Establishment for 2019-2020:**

- a. Conservation Project with the Town of Big Flats contract accepted and the budget established in the amount of \$26,000 for the period July 1, 2019 through August 31, 2019.

## **C. Purchasing**

1. Approval of Resolution, as attached, for the Installment Purchase Agreement for Chromebooks and Charging Carts in the amount of \$50,000 for the Elmira Heights Central School District for a four-year term.
2. Approval of Resolution, as attached, for the Installment Purchase Agreement for Laptops in the amount of \$115,500 for the Watkins Glen Central School District for a three-year term.
3. Approval of Resolution, as attached, for the Installment Purchase Agreement for ActivBoards, Desktops, Monitors, Laptops and Carts in the amount of \$100,000 for the Odessa-Montour Central School District for a five-year term.

## **D. Authorization to Pay the Following Membership Dues**

1. National School Boards Association dues in the amount of \$2,700 for the 2019-2020 year for Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
2. BOCES Educational Consortium (BEC) Membership dues in the amount of \$1,600 for the 2019-2020 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
3. Association of Educational Services Agencies (AESA) dues in the amount of \$618.50 for the 2019-2020 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

## **E. Acceptance of Donations**

1. \$2,000.00 for Southern Tier Scholars from Hunt Engineers, Architects and Land Surveyors, P.C., Airport Corporate Park, 100 Hunt Center, Horseheads, NY 14845.
2. \$250.00 for Southern Tier Scholars from Buffamante Whipple Buttafaro, P.C., 130 South Union Street, Suite 200, Olean, NY 14760.
3. \$500.00 for Southern Tier Scholars from Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP, 520 Columbia Drive, Suite 204, Johnson City, NY 13790.

4. \$2,000.00 for Southern Tier Scholars from Welliver McGuire, Inc., 250 North Genesee Street, Montour Falls, NY 14865.
5. \$100.00 for Southern Tier Scholars from Bernard P. Donegan, Inc., P O Box 70, Victor, NY 14564.
6. \$1,000.00 for Southern Tier Scholars from Lawley Service Inc., 361 Delaware Avenue, Buffalo, NY 14202.
7. 28 new Toyota Lift Gates to the Bush Auto Body Class from Collision Repair Education Foundation, 5125 Trillium Blvd., Hoffman Estates, IL 60192.

**F. Corrective Action Plan**

1. Acceptance of the Corrective Action Plan for the 2018-2019 Internal Audit of Purchasing, as attached.

**G. Lease Approval**

1. Approval of lease, as attached, with Jasper-Troupsburg for classroom space effective September 1, 2019 through August 31, 2024.

CARRIED UNANIMOUSLY

**6. Personnel**

20-013

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

**A. Amend Retirement, from the June 4, 2019 BOE Minutes, due to a change of the retirement date**

**1. Lawrence Coughlin**

Position:	Cleaner
Effective:	from end of day July 10, 2019 <b>to end of day July 11, 2019</b>
Date of Hire:	April 30, 1990

**B. Retirements**

**1. Barbara Berry**

Position:	Teacher
Effective:	end of day August 16, 2019
Date of Hire:	September 5, 1989

**2. Cynthia Alexander**

Position:	Senior Account Clerk
Effective:	end of day October 2, 2019
Date of Hire:	March 24, 2008

**C. Resignations**

**1. Brad Giglio**

Position:	Building Maintenance Mechanic
Effective:	end of day June 21, 2019
Date of Hire:	July 1, 2011
Reason:	other employment

**2. Diane Costello**

Position: Teacher  
Effective: end of day June 26, 2019  
Date of Hire: September 4, 2012  
Reason: to accept the position of Teaching Assistant with GST BOCES

**3. Amanda Ott**

Position: Teacher Aide  
Effective: end of day June 26, 2019  
Date of Hire: October 29, 2018  
Reason: other employment

**4. Ashleigh Striker**

Position: School Counselor  
Effective: end of day June 26, 2019  
Date of Hire: July 1, 2016  
Reason: other employment

**5. Devon Tennant**

Position: Teaching Assistant  
Effective: end of day June 26, 2019  
Date of Hire: September 6, 2016  
Reason: continuing education

**6. Andrew Ratchford**

Position: Teacher  
Effective: end of day June 27, 2019  
Date of Hire: September 6, 2016  
Reason: personal reasons

**7. Joni Makowiec**

Position: Staff Development Coordinator  
Effective: end of day June 30, 2019  
Date of Hire: September 8, 2015  
Reason: other employment

**8. Nannette Hatch**

Position: Administrative Assistant  
Effective: end of day July 5, 2019  
Date of Hire: May 9, 2018  
Reason: other employment

**9. William Giancoli**

Position: Computer Services Coordinator  
Effective: end of day July 12, 2019  
Date of Hire: August 8, 2016  
Reason: other employment

**10. Kimberly Mathers**

Position:	Accountant (School)
Effective:	end of day July 12, 2019
Date of Hire:	January 23, 2017
Reason:	other employment

**11. Shelly Barcomb**

Position:	Program Assistant
Effective:	end of the day July 31, 2019, but not eligible for retirement benefits from GST BOCES
Date of Hire:	August 25, 2008
Reason:	personal reasons

**12. Brittany Knapp**

Position:	Teacher
Effective:	end of day August 23, 2019
Date of Hire:	September 8, 2015
Reason:	other employment

**13. Lindsey Tice**

Position:	<b>Principal Account Clerk</b>
Effective:	end of day July 26, 2019
Date of Hire:	September 3, 2013
Reason:	other employment

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

**1. Stacey Lungert**

Position:	Computer Operations Specialist
Permanent Date:	July 19, 2019

**E. Change in Civil Service Appointment**

**1. Sue Stuart**

Position:	Senior Account Clerk to <b>Principal Account Clerk</b> , full-time (1.0 FTE), 12 month position, Competitive Civil Service, <b>Probationary</b> appointment, Promotional Exam #74926
Effective:	July 1, 2019
Location:	Bush Education Center
Education:	GED, Elmira CSD
Experience:	1 year related experience
Probationary Period:	July 1, 2019 through September 23, 2019
Salary:	\$20.04 per hour (Grade 13, Step 1)
Reason for Appt:	due to the increase in districts' requests for services

**F. Creation of Positions**

**1. Assistant Principal, STEM Academy**, one full-time (1.0 FTE), 12 month position, STEM Academy, Goff Road Facility, effective August 19, 2019, due to the increase in districts' requests for services

2. **Culturally Responsive Educator**, one full-time (1.0 FTE), 11 month position, Bush Education Center, effective July 1, 2019, due to the grant ending and new Regional Partnership Center Grant
3. **Specially-Designed Instruction Specialist**, one full-time (1.0 FTE), 11 month position, GST BOCES and Broome-Tioga BOCES, effective July 1, 2019, due to the grant ending and new Regional Partnership Center Grant
4. **Teacher, Special Education**, one full-time (1.0 FTE), 10 month, school calendar position, Wildwood Education Center, effective September 3, 2019, due to the increase in districts' requests for services
5. **Teaching Assistant**, one full-time (1.0 FTE), 10 month, school calendar position, Wildwood Education Center, effective September 3, 2019, due to the increase in districts' requests for services
6. **Principal Account Clerk**, one full-time (1.0 FTE), 12 month position, Bush Education Center, effective July 1, 2019, due to the increase in districts' requests for services
7. **Computer Services Program Aide**, one full-time (1.0 FTE), 12 month position, Bush Education Center, effective June 26, 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. Alan Ackley**

Position:	<b>Teacher</b> , Special Education, full-time (1.0 FTE), 10 month, school calendar position, <b>Probationary</b> appointment
	Effective: June 13, 2019
Location:	Wildwood Education Center
Tenure Area:	Education of Children with Handicapping Conditions – General Special Education
Education:	Master of Science, Education, Nazareth College
Certification:	Initial, Students with Disabilities (grades 7-12) Generalist, effective June 13, 2019 through August 31, 2024
Experience:	1 year related experience as Teacher; 3 years' related experience as Teaching Assistant
Probationary Period:	June 13, 2019 through June 12, 2023*
Salary:	\$50,606.00 per year, prorated (step 5 + Credit Hours Stipend + Degree Stipend + IEP Stipend)

**2. Brett Tuscany**

Position:	<b>Teacher</b> , Welding, full-time (1.0 FTE), 10 month, school calendar position, <b>Probationary</b> appointment
Effective:	June 19, 2019
Location:	Coopers Education Center
Tenure Area:	Trade Subjects (Welding)
Certification:	Transitional A, Welding 7-12, effective June 19, 2019 through August 31, 2022
Experience:	1 year related experience
Probationary Period:	June 19, 2019 through June 18, 2023*
Salary:	\$44,938.00 per year, prorated (step 3)

### 3. David Updyke

Position: **Teaching Assistant**, Criminal Justice, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: June 29, 2019  
Location: Coopers Education Center  
Education: High School Diploma, Hornell CSD  
Certification: Level 1, Teaching Assistant, effective June 29, 2019 through August 31, 2022  
Experience: 26+ years' related experience  
Probationary Period: June 29, 2019 through June 28, 2023  
Salary: \$28,890.00 per year (Step 6)

## H. Re-assignment

### 1. Diane Costello

Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Tenured** appointment  
Effective: September 3, 2019  
Location: Bath High School  
Education: Master of Art, Physically Handicapped, SUNY Buffalo  
Tenure Area: Teaching Assistant  
Certification: Permanent, Special Education, September 1, 1996  
Experience: 4 years' related experience as Teaching Assistant; 22 years' related experience as Teacher  
Salary: \$40,200.00 per year (Step 13 + Credit Hours Stipend + Degree Stipend)  
Reason for Appt: due to an internal transfer

## I. Appointments

### 1. T. Gregory Dale

Position: **Assistant Superintendent for Finance and Administrative Services**, full-time (1.0 FTE), 12 month position, **Probationary** appointment  
Effective: July 15, 2019  
Location: Bush Education Center  
Education: Certificate of Advanced Studies, Educational Administration, SUNY Brockport  
Tenure Area: Assistant Superintendent for Finance and Administrative Services  
Certification: Permanent, School Business Administrator, September 1, 2006  
Probationary Period: July 15, 2019 through July 14, 2023  
Experience: 12 years' related experience  
Salary: \$120,000.00 per year, prorated  
Reason for Appt: due to a retirement



**2. Joelle Groff**

Position: **Assistant Principal**, STEM Academy, full-time (1.0 FTE), 12 month position, **Probationary** appointment

Effective: August 19, 2019

Location: STEM Academy

Education: Master of Science, Educational Administration, SUNY Brockport

Tenure Area: Assistant Principal, Pathways in Technology

Certification: Professional, School District Leader, March 26, 2019

Probationary Period: August 19, 2019 through August 18, 2023

Experience: 7 years' Teaching experience

Salary: \$72,000.00 per year, prorated

Reason for Appt: due to the increase in districts' requests for services

**3. Michele Diliberto**

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

Effective: July 1, 2019

Location: Bush Education Center

Education: High School Diploma, Elmira CSD

Experience: 43+ years' related experience

Salary: \$38,000.00 per year

Reason for Appt: due to a retirement and the reorganization of duties within the department

**4. Jason Oliver**

Position: **Staff Development Coordinator**, full-time (1.0 FTE), 12 month position, **Probationary** appointment

Effective: July 15, 2019

Location: Canaseraga CSD and Alfred-Almond CSD

Education: Certificate of Advanced Studies, Educational Administration, SUNY Brockport

Tenure Area: Staff Development Coordinator

Certification: Professional, School District Leader, September 25, 2014

Probationary Period: July 15, 2019 through July 14, 2023

Experience: 8 years' administrative experience

Salary: \$80,000.00 per year, prorated

Reason for Appt: due to a resignation

**5. Valerie Cole**

Position: **Specially-Designed Instruction Specialist**, full-time (1.0 FTE), 11 month position, **Tenured** appointment

Effective: July 1, 2019

Location: GST BOCES and Broome-Tioga BOCES region

Education: Certificate of Advanced Study, Educational Administration, SUNY Brockport

Tenure Area: Instructional Support Services in Special Education; previously tenured, GST BOCES, September 4, 2009

Certification: Permanent, Nursery, Kindergarten and Grades 1-6, September 1, 2005

Experience: 12 years' related experience

Salary: \$85,985.30 per year (step 22 + 11 month salary + Credit Hour Stipend + Master's Degree Stipend)  
Reason for Appt: due to a change in grants and new grant of Regional Partnership Center

**6. Kecia Nicholson**

Position: **Culturally Responsive Educator**, full-time (1.0 FTE), 11 month position, **Tenured** appointment  
Effective: July 1, 2019  
Location: GST BOCES and Broome-Tioga BOCES region  
Education: Certificate of Advanced Study, School Psychology, Rochester Institute of Technology  
Tenure Area: Instructional Support Services in Special Education; previously tenured, GST BOCES, November 1, 2015  
Certification: Permanent, School Psychologist, September 1, 2009  
Experience: 6 years' related experience  
Salary: \$72,275.00 per year (step 14 + 11 month salary + Credit Hour Stipend + Certificate of Advanced Studies Stipend)  
Reason for Appt: due to a change in grants and new grant of Regional Partnership Center

**7. Elizabeth Baxter**

Position: **Teacher**, Special Education, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: September 3, 2019  
Location: Wildwood Education Center  
Education: Master of Science, Education, Mansfield University  
Tenure Area: Education of Children with Handicapping Conditions – General Special Education  
Certification: Professional, Students with Disabilities (Grades 7-12) Generalist, September 14, 2018  
Probationary Period: September 3, 2019 through September 2, 2023\*  
Experience: 3 years' related experience  
Salary: \$46,750.00 per year (Step 4 + IEP Stipend)  
Reason for Appt: due to the increase in districts' requests for services

**8. Carol Howard**

Position: **Teacher, Integrated Science**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: September 3, 2019  
Location: Coopers Education Center  
Education: Master of Science, Education, Elmira College  
Tenure Area: Science  
Certification: Professional, Biology 7-12, August 24, 2018  
Probationary Period: September 3, 2019 through September 2, 2023\*  
Experience: 4 years' related experience  
Salary: \$64,296.00 per year (Step 15 + Credit Hours Stipend + Degree Stipend)  
Reason for Appt: due to a retirement

**9. Nicholas Stephens**

Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: September 3, 2019  
Location: Wildwood Education Center  
Education: High School Diploma, Jasper-Troupsburg CSD  
Certification: Level 1, Teaching Assistant, effective June 19, 2018 through August 31, 2021  
Probationary Period: September 3, 2019 through September 2, 2023  
Experience: 2 years' related experience  
Salary: \$27,296.00 per year, subject to change pending receipt of transcripts (Step 3)  
Reason for Appt: due to the increase in districts' requests for services

**10. Kelly Vegard**

Position: **Computer Services Program Aide**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment  
Effective: June 26, 2019  
Location: Bush Education Center  
Education: High School Diploma, Elmira CSD  
Probationary Period: June 26, 2019 through June 25, 2020  
Civil Service List #: 64731  
Experience: 12 years' related experience  
Salary: \$14.50 per hour (step 4, grade 1)  
Reason for Appt: due to the increase in districts' requests for services

**11. Melissa Manchester**

Position: **Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam  
Effective: June 19, 2019  
Location: Bush Education Center  
Education: High School Diploma, Elmira CSD  
Experience: 1.5 years' related experience  
Salary: \$15.30 per hour (step 2, grade 5)  
Reason for Appt: due to an internal transfer

**12. Benjamin Marczyk**

Position: **Cleaner**, full-time (1.0 FTE), 12 month position, Labor Class Civil Service, **Probationary** appointment  
Effective: July 1, 2019  
Location: Bush Education Center  
Education: Associate in Applied Science, Corning Community College  
Probationary Period: July 1, 2019 through June 30, 2020  
Experience: 5 months' related experience  
Salary: \$14.09 per hour (step 1, grade 1 + night differential)  
Reason for Appt: due to a retirement

**13. Jason Andrews**

Position: **Co-Administrator of Superintendent Development Program**, part-time, **Unclassified** appointment  
Effective: July 1, 2019 through December 31, 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

**14. Robert Ike**

Position: **Co-Administrator of Superintendent Development Program**, part-time, **Unclassified** appointment  
Effective: July 1, 2019 through December 31, 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

**15. Elizabeth Bonsignore**

Position: **Adult Education Instructor**, full-time (1.0 FTE), 10 month, school calendar position, **Unclassified**, Non-Tenured appointment  
Effective: July 1, 2019  
Location: Langdon Plaza  
Education: Bachelor of Science, Agriculture and Life Sciences, Cornell University  
Certification: Job Skills Training Instructor, Adult Education, effective August 4, 2016 through August 31, 2019  
Experience: 4 years' related experience  
Salary: \$50,839.00 per year  
Reason for Appt: due to the increase in districts' requests for services

**J. Temporary Appointments**

**1. Myia Smith**

Position: **Staff Development Coordinator**, full-time (1.0 FTE), 12 month position, **Temporary** appointment, pending the completion of certification requirements or the procurement of a properly certified employee  
Effective: July 1, 2019 through June 30, 2020  
Location: various component districts  
Education: Certificate of Advanced Studies, Educational Administration, SUNY Brockport  
Tenure Area: Staff Development Coordinator  
Certification: School District Leader, Internship Certificate required  
Experience: 5.5 years' related experience  
Salary: \$71,000.00 per year  
Reason for Appt: due to a resignation

**2. Carol Hillman**

Position: **Program Assistant**, Special Education, part-time (timesheet basis), 10 month, school calendar position  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: High School Diploma, Athens Area School District

Experience: 28 years' experience as a Program Assistant  
Salary: \$30.87 per hour, timesheet basis  
Reason for Appt: due to the Civil Service reinstatement from a full-time position to a part-time position, timesheet basis

**3. Dorothy Berry**

Position: **Administrative Assistant**, part-time (timesheet basis), 12 month position  
Effective: July 8, 2019  
Location: Bush Education Center  
Education: Associate in Applied Science, Corning Community College  
Experience: 17 years' experience as an Administrative Assistant  
Salary: \$29.44 per hour, timesheet basis  
Reason for Appt: due to the Civil Service reinstatement from a full-time position to a part-time position, timesheet basis

**K. Annual Temporary Appointments**

**1. David Bates**

Position: **Instructional Support Specialist**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Bachelor of Science, Music, Ithaca College  
Certification: Permanent, Music, September 1, 1987  
Salary: \$27.00 per hour, timesheet, as needed basis  
Reason for Appt: providing ongoing services, as needed

**2. Carolyn Benedict**

Position: **Interim School Business Administrator – CBO**, timesheet basis, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: various GST BOCES' component districts  
Education: Certificate of Advanced Studies, School Business Administrator, SUNY Brockport  
Certification: Permanent, School Business Administrator, September 1, 1994  
Salary: \$325.00 per day, timesheet basis  
Reason for Appt: to cover as needed in component districts

**3. Barbara Lisefski**

Position: **Medicaid Management Coordinator**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: various GST BOCES' component districts  
Education: Master of Education, Nazareth College  
Certification: Professional, School District Leader, February 1, 2009  
Salary: \$22.32 per hour, timesheet, as needed basis  
Reason for Appt: due to enhanced Medicaid coordination for various component districts

**4. Eugene Mastin**

Position:

**Chief Information Administrator**, timesheet basis, 12 month position, **Temporary** appointment

Effective:

July 1, 2019 through June 30, 2020

Location:

Canaseraga CSD

Certification:

Permanent, School Counselor, September 1, 1990

Salary:

\$20.35 per hour, timesheet, as needed basis

Reason for Appt:

state reporting duties for Canaseraga CSD, as requested by the district

**5. Timothy Monroe**

Position:

**Operations Communication Specialist**, timesheet basis, 12 month position, **Temporary** appointment, reinstatement to Competitive Civil Service position

Effective:

July 1, 2019 through June 30, 2020

Location:

Bush Education Center

Salary:

\$27.00 per hour, timesheet, as needed basis

Reason for Appt:

providing ongoing services, as needed

**6. Karen Horvat**

Position:

**Principal Account Clerk**, part-time (.5 FTE), 12 month position, **Temporary** appointment, reinstatement to Competitive Civil Service position

Effective:

July 1, 2019 through June 30, 2020

Location:

Bush Education Center

Salary:

\$28.12 per hour

Reason for Appt:

providing ongoing services, as needed

**7. Michelle Princiotta**

Position:

**Instructional Support Teacher**, timesheet basis, 12 month position, **Temporary** appointment

Effective:

July 1, 2019 through June 30, 2020

Location:

Elmira CSD

Education:

Master of Science, Education, Elmira College

Certification:

Permanent, Art, September 1, 1981

Salary:

\$40.00 per hour, timesheet, as needed basis

Reason for Appt:

due to the temporary increase in districts' requests for services

**8. Nedra McElroy**

Position:

**Teacher Center Assistant**, timesheet basis, 12 month position, **Temporary** appointment

Effective:

July 1, 2019 through June 30, 2020

Location:

GST BOCES Teacher Center and Bath CSD

Education:

Bachelor of Science, Education, SUNY New Paltz

Certification:

Permanent, Art, September 1, 1971

Salary:

\$38.75 per hour, timesheet, as needed basis

Reason for Appt:

due to the temporary increase in districts' requests for services

**9. Jenny Dean**

Position: **Teacher Center Assistant**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: GST BOCES Teacher Center and Bath CSD  
Education: Master of Science, General Education, Elmira College  
Certification: Permanent, PK-6, February 1, 2000  
Salary: \$26.50 per hour, timesheet, as needed basis  
Reason for Appt: due to the temporary increase in districts' requests for services

**10. Mary Harris**

Position: **Coordinator for Academic All Stars**, 10 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Coopers Education Center  
Certification: Permanent, Art, September 1, 1994  
Salary: \$10,000.00 per year  
Reason for Appt: for the coordination of regional Academic All Stars Competitions

**11. Glenn Gebhard**

Position: **Instructional Support Teacher**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bath Landing Zone  
Education: Master of Science, Elementary Education, Alfred University  
Certification: Permanent, Nursery, Kindergarten & Grades 1-6, September 1, 1988  
Salary: \$35.00 per hour, timesheet, as needed basis  
Reason for Appt: to provide temporary support in meeting content needs

**12. Eric Mastroberti**

Position: **ABL Consultant/Facilitator**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Bachelor of Science, Outdoor Adventure Leadership, Ithaca College  
Certification: Not certified  
Salary: \$35.00 per hour, timesheet, as needed basis  
Reason for Appt: due to the temporary increase in districts' requests for services

**13. Lisa Panzarella**

Position: **ABL Consultant/Facilitator**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Bachelor of Science, Art, Mansfield University  
Certification: Permanent, Art, September 1, 1989  
Salary: \$35.00 per hour, timesheet, as needed basis  
Reason for Appt: due to the temporary increase in districts' requests for services

**14. Matthew Cowburn**

Position: **ABL Consultant/Facilitator**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Master of Science, Recreation, SUNY Cortland  
Certification: Not certified  
Salary: \$35.00 per hour, timesheet, as needed basis  
Reason for Appt: due to the temporary increase in districts' requests for services

**15. Matthew Kager**

Position: **ABL Consultant/Facilitator**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Bachelor of Art, Sociology, SUNY Oswego  
Certification: Not certified  
Salary: \$35.00 per hour, timesheet, as needed basis  
Reason for Appt: due to the temporary increase in districts' requests for services

**16. Michele Kelley**

Position: **ABL Consultant/Facilitator**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Master of Science, Education, Elmira College  
Certification: Permanent, Special Education, September 1, 1989  
Salary: \$35.00 per hour, timesheet, as needed basis  
Reason for Appt: due to the temporary increase in districts' requests for services

**17. Harriet Halliday**

Position: **AV Aide**, timesheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Science Center  
Education: Associate in Science, Human Services, Elmira College  
Salary: \$13.00 per hour, timesheet, as needed basis  
Reason for Appt: due to the Civil Service reinstatement from a full-time position to a part-time position, timesheet basis

**18. Geraldine Furterer**

Position: **Home School Coordinator**, time-sheet basis, 12 month position, **Temporary** appointment  
Effective: July 1, 2019 through June 30, 2020  
Location: Bush Education Center  
Education: Master of Science, Educational Administration, St. John Fisher College



Certification: Permanent, School District Administrator, September 1, 2005  
 Salary: \$7,000.00 per year, timesheet basis  
 Reason for Appt: due to the temporary increase in districts' requests for services

**19. Judy Ingalls**

Position: **Staff Development Coordinator**, time-sheet basis, 12 month position, **Temporary** appointment  
 Effective: July 1, 2019 through June 30, 2020  
 Location: Addison CSD  
 Certification: Permanent, School District Administrator, February 1, 1995  
 Salary: \$325 per day, timesheet, as needed basis  
 Reason for Appt: to support the administrative team in the district

**20. Lisa Sanford**

Position: **Staff Development Coordinator**, time-sheet basis, 12 month position, **Temporary** appointment  
 Effective: July 1, 2019 through June 30, 2020  
 Location: Hornell CSD  
 Certification: Permanent, School District Administrator, February 1, 1995  
 Salary: \$325 per day, timesheet, as needed basis  
 Reason for Appt: to support the administrative team in the district

**L. Certification of BOCES Bus Drivers for 2019-2020**

<b><u>Name of Driver</u></b>	<b><u>Class of License</u></b>
1. Acker, Gary	C-P
2. Allen, Sally	B-P, S
3. Beebe, Burton	CM-P
4. Beese, Lisa	BM-P, S
5. Box, Brian	C-P
6. Campbell, Mary	C-P
7. Copp, Daniel	C-P
8. DeBolt, Leonard	CM-P
9. Dennis, Andrew	B-N, P, S
10. Driskell, Kimberly	C-P
11. Fodge, Michael	A-N, P, S, T
12. French, Scott	BM-P, S
13. Gauss, Samuel	B-N, P, S
14. Gorman Jacob	C-P
15. Graham, Sheena	C-P
16. Hakes, Jennifer	C-P
17. Hardy, Randy	B-N, P, S
18. Hess, Ronald	B-P, S
19. Hoyt, Stephen	BM-P
20. Jankowski, Theodore	BM-P, S
21. Loven, Kathleen	CM-P
22. Matern, Beverly	C-P
23. McDaniels, Colleen	C-P
24. Mecum, Karen	C-P
25. Mullen, Matthew	B-N, P, S

26. Page, Jennifer	C-P
27. Robinson, Charlene	C-P
28. Rusby, William	BM-P, S
29. Scott, Connie	BM-P, S
30. Speciale, Frank	C-P
31. Stocum, Jonathan	C-P, S
32. Swimelar, Todd	AM-N, P, S, T
33. Tubbs, Russell	C-P
34. Zolkosky, Elizabeth	C-P

**M. Annual Stipends**, effective July 1, 2019 through June 30, 2020, except where noted

1. **GST BOCES Board Clerk**, Stipend \$7,500
  - a. **Kathleen Taylor, Executive Assistant to the District Superintendent**
2. **GST BOCES Deputy Board Clerk**, Stipend \$5,000
  - a. **Tina Watson, Senior Stenographer**
3. **GST BOCES Treasurer**, Stipend \$3,500
  - a. **Janice Conley, Senior Account Clerk Typist**
4. **Human Resources**, Stipend \$2,500, July 1, 2019 through October 11, 2019, prorated
  - a. **Leslie Roof, Team Leader**
5. **CBO Management Support**, Stipend \$2,500, each
  - a. **Bernadette Sramek, Accounting Team Leader**
  - b. **Lori Mayo, Accounts Payable Team Leader**
  - c. **Wendy Rogers, Payroll Team Leader**
  - d. **Lindsey Tice, Tax Collection Team Leader**
6. **Computer Services Center**
  - a. **Camilla Cooper, Financial Services Team Manager, Stipend \$2,500**
  - b. **Kristine Manns, Medicaid Team Manager, Stipend \$2,500**
  - c. **Francis Ortell, Microcomputer Repair Technician, Stipend \$2,500**
  - d. **Robert Santiago, Telecom Team Manager, Stipend \$2,250**
  - e. **Daniel Yorke, WAN & VOIP Team Leader, Stipend, \$2,500**
  - f. **Keith Boras, Server Team Manager, Stipend \$2,250**
  - g. **Keith Cooper, Server Team Manager, Stipend \$2,250**
  - h. **Nathan Lamonski, Server Team Manager, Stipend \$2,250**
  - i. **Gale Gaylord, Desktop Team Leader, Horseheads, Stipend \$1,500**
  - j. **Cynthia Tyler, Desktop Team Leader, Corning, Stipend \$1,500**
7. **Career Development Council**, effective September 3, 2019 through June 25, 2020, Stipend \$1,500
  - a. **Cynthia Dubots, Coopers Team Leader**
  - b. **Deborah Lynch, Bush Team Leader**
  - c. **Alisa Wright, Hornell Team Leader**
8. **Cooling Tower Chemicals**, Stipend \$675
  - a. **Daniel Delano**

9. **Energy Technician**, Stipend \$1,000, each
  - a. **Daniel Delano**
  - b. **Bruce Payne**
10. **Energy Support Technician**, Stipend \$500, each
  - a. **Gary Leonard**
11. **STEM/Science Center**, Stipend \$2,500
  - a. **Nancy Stratton**, Team Leader
12. **Adult Education**, Stipend \$5,000
  - a. **Debra Harrington**, Accreditation Team Leader

**N. Increase to Positions**

1. **Computer Services Coordinator**, 12 month, Competitive Civil Service position, Campbell-Savona CSD; increased from .6 FTE to 1.0 FTE; effective July 1, 2019; due to the increase in districts' requests for services

**O. Increase in Assignments**

**1. Lucinda Adams**

Position:	Computer Services Coordinator
Effective:	July 1, 2019
Increase:	from .6 FTE <b>to 1.0 FTE</b>
Probationary Period:	August 7, 2018 through August 6, 2019
Salary:	\$59,694.00 per year
Reason:	due to the increase in districts' requests for services

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\* "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."

**P. Approval of the Attached Report of Temporary and Substitute Personnel, with revisions**

**Q. Approval of the Attached Report Regarding GST BOCES Additional Compensation for 2019-2020, effective July 9, 2019 (addenda)**

CARRIED UNANIMOUSLY

**7. Board President's Report**

**A. Preferred Educational Future**

Board President Keddell stated that he is waiting for a few more evaluations to complete a summary of the District Superintendent evaluation. He will report in August. He also stated that he would like to settle on a process of evaluation. Vice President Learn feels that the current evaluation is too cumbersome and does not reflect the work that is done at

BOCES. Horseheads CSD used a very successful evaluation document where the superintendent sets three to four goals and gives the Board progress reports on these goals throughout the year. Discussion ensued and the majority of the Board Members agreed that the document should be looked at again and be based on goals. There should be a verbal conclusion each year between the superintendent and the Board. Board President Keddell stated that the Board Retreat usually has goals presented and at that time, the Board should comment and revise, if needed.

## **8. Superintendent's Report**

District Superintendent Frame asked Director of Facilities Brian Bentley for a construction update. Brian reminded the Board that the 2018 project had a late SED approval so work is now being done for 2018 and 2019 projects.

- Building 18 at Wildwood has been converted to a classroom and nursing lab, leaving space available at Building 3 to add a cosmetology classroom separate from the cosmetology lab.
- Painting projects have been completed at Bush and Coopers.
- Paving looks great across all three campuses. This was a huge, much needed accomplishment.
- A records room was created at Bush.
- ADA compliant bathrooms will be added at the Alternative Education building at Bush.
- Coopers 3 will also have ADA compliant bathrooms added.
- Brian is continuously looking at spaces for additional educational opportunities.
- A master plan is being developed to address infrastructure issues across all three campuses.
- Wildwood Building 3 office space has been turned into classroom space and those offices have been moved to Building 1.

Board Member Peoples asked if Brian would meet with the Facilities Inspection Subcommittee to tour the spaces that are being renovated.

District Superintendent Frame reported the following:

- Year-end ceremonies were great. There were 750 graduates.
- Kasi Washburn, the Business & Industry Liaison, provided Jim with a summary of her accomplishments in this new position over the past year:
  - 750 seniors received explicit instruction on interview skills, assessment of skills, and feedback. In addition, they were informed of high demand jobs for the area.
  - An online student alumni job board was created.
  - A list of students who were offered jobs at local businesses with starting pay well above minimum wage.
  - She continues to work with other students on workforce goals.
- Jim recently met with a startup company that is interested in offering augmented reality/virtual reality job training through BOCES for local businesses.

## **9. Executive Session**

**20-014**

Upon the motion of Scott, seconded by Bulkley, it was resolved to move to Executive Session at 6:37 p.m. to discuss 32 employment histories of particular persons.

**CARRIED UNANIMOUSLY**

## Open Session

**20-015**

Upon the motion of Peoples, seconded by Learn, it was resolved to move to Open Session at 7:02 p.m.

**CARRIED UNANIMOUSLY**

## 10. Extension of District Superintendent Contract

**20-016**

Upon the motion of Bulkley, seconded by Scott, the following resolution was approved:

RESOLVED, to approve the extension of the District Superintendent's employment contract through June 30, 2022.

**CARRIED UNANIMOUSLY**

## 11. Adjournment

**20-017**

Upon the motion of Wheeler, seconded by Learn, it was resolved to adjourn the meeting at 7:03 p.m.

**CARRIED UNANIMOUSLY**

Respectfully Submitted,

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July 10, 2019

Kathleen E. Taylor  
Board Clerk

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