

Schuyler-Steuben-Chemung-Tioga-Allegany (SSCTA)
Board of Cooperative Educational Services
9579 Vocational Drive, Painted Post, New York 14870-9518

REGULAR BOARD MEETING

TUESDAY, DECEMBER 3, 2019

Bush Education Center, Bldg. 1, DL Room

6:00 p.m.

PRESENT: Amy Dlugos, Alice Learn, Brian O'Donnell, Bill Peoples, Jr., Tom Phillips, Bob Wheeler

ABSENT: Neil Bulkley, Don Keddell, Mark Lemmon, Matt Maloney, Gary Scott

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

* * * * *

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board Vice President Learn called the meeting to order at 5:59 p.m. and led the Pledge of Allegiance.

2. ACCEPTANCE OF THE AGENDA

20-054

Upon the motion of Peoples, seconded by O'Donnell, it was resolved to accept the agenda.

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

None.

4. CONSENSUS ITEMS

20-055

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 – November 5, 2019

B. Treasurer's Reports

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

C. Internal Claims Auditor Report – October 2019

CARRIED UNANIMOUSLY

5. FINANCE

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

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2019-2020:

Item#	CoSer #	Title	In the Amount of
071-20	107.499	Career & Technical Education w/Catt-Allegany BOCES	\$ 8,945
072-20	250.499	Special Class 6:1:1 w/Catt-Allegany BOCES	\$ 164,601
073-20	254.499	Special Class 8:1:1 w/Catt-Allegany BOCES	\$ 91,268
074-20	535.499	Technology Services w/Catt-Allegany BOCES	\$ 9,075

These establishments will be supported as follows:

071-20	107.499	Canisteo-Greenwood: \$8,945
072-20	250.499	Canisteo-Greenwood: \$164,601
073-20	254.499	Alfred-Almond: \$91,268
074-20	535.499	Hornell: \$9,075

2. Budget Increases for 2019-2020:

Item #	CoSer#	Title	Increase	From	To
075-20	101.000	Career & Technical Education	\$ 31,451	\$ 17,280,123	\$ 17,311,574
076-20	403.001	Alternative Education – Adventure Based Learning	\$ 1,100	\$ 127,803	\$ 128,903
077-20	426.000	Distance Learning	\$ 780	\$ 138,774	\$ 139,554
078-20	511.000	Printing	\$ 105,455	\$ 1,429,409	\$ 1,534,864
079-20	527.000	Instructional Materials (SRC)	\$ 2,026	\$ 1,197,642	\$ 1,199,668
080-20	605.000	Computer Services: Management	\$ 38,248	\$ 13,634,083	\$ 13,672,331
081-20	609.000	Safety/Risk Management	\$ 405	\$ 956,637	\$ 957,042
082-20	612.000	Business Office Support (CBO)	\$ 7,750	\$ 3,990,600	\$ 3,998,350

These increases will be supported as follows:

075-20	101.000	Misc. Revenue: (Sale of Surplus Equipment: \$31,451)
076-20	403.001	Misc. Revenue: (Community Foundation: \$1,100)
077-20	426.000	Canisteo-Greenwood: \$780
078-20	511.000	Addison: \$6,902, Arkport: \$561, Avoca: \$530, Bath: \$2,744, Bradford: \$545, Campbell-Savona: \$1,737, Canaseraga: \$350, Canisteo-Greenwood: \$6, Corning: \$22,375, Elmira: \$34,460, Elmira Heights: \$2,928, Hammondsport: \$3,606, Hornell: \$2,533, Horseheads: \$6,168, Jasper-Troupsburg: \$354, Odessa-Montour: \$4,483, Prattsburgh: \$296, Spencer-Van Etten: \$1,156, Watkins Glen: \$197, Waverly: \$11,449, Misc. Revenue: (Bush Campus Student Activity: \$82, Notre Dame: \$367, Steuben County: \$170, Village of Horseheads: \$1,456)
079-20	527.000	Arkport: \$225, Hornell: \$1,801
080-20	605.000	Elmira: \$5,707, Elmira Heights: \$698, Hammondsport: \$8,209, Horseheads: \$2,827, Spencer-Van Etten: \$1,257, Broome-Tioga BOCES: \$1,500, Capital Region BOCES: \$1,500, Eastern Suffolk BOCES: \$1,500, Erie 1 BOCES: \$1,500, Madison-Oneida BOCES: \$1,500, WFL BOCES: \$1,500, Misc. Revenue: (City of Elmira: \$632, Notre Dame: \$1,500, Wings of Eagles: \$8,418)
081-20	609.000	Horseheads: \$405
082-20	612.000	Hammondsport: \$7,750

3. Budget Decreases for 2019-2020:

Item #	CoSer #	Title	Decrease	From	To
083-20	512.000	Computer Services: Instructional	\$ 157,102	\$ 3,529,036	\$ 3,371,934
084-20	525.000	Staff Development: Certified & Administration	\$ 8,727	\$ 1,161,140	\$ 1,152,413
085-20	537.000	School/Curriculum Improvement Planning	\$ 37,783	\$ 1,720,814	\$ 1,683,031

These decreases will be supported as follows:

083-20	512.000	Corning: (\$151,284), Hornell: (\$5,818)
084-20	525.000	Corning: (\$2,909), Hornell: (\$5,818)
085-20	537.000	Addison: (\$2,102), Alfred-Almond: (\$723), Avoca: (\$895), Bath: \$550, Bradford: (\$2,000), Canaseraga: (\$2,000), Corning: \$1,125, Elmira: (\$13,459), Elmira Heights: \$665, Hammondsport: (\$882), Hornell: (\$3,696), Horseheads: (\$8,290), Odessa-Montour: (\$150), Prattsburgh: (\$2,000), Watkins Glen: (\$3,926)

4. Transfers within programs for 2019-2020:

- a. Report of all fund transfers for the period 10/01/2019-10/31/2019, as attached.
- b. 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 Svcs.: Mgmt.	A605-7710-160-C-14 NI Salaries		\$ 10,735
		A605-7710-813-C-09 NYS ERS	\$ 3,104	
		A605-7710-816-C-09 Health Insurance	\$ 7,631	
		Total	\$ 10,735	\$ 10,735

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2019-2020:

- a. 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, 2019 through June 30, 2020 as attached. Approval was received on November 18, 2019.
- b. Summer Learning Experience grant accepted and the budget established in the amount of \$195,000 for the period June 1, 2019 through December 31, 2019 as attached. Approval was received on September 13, 2019.
- c. Regional Partnership Center – Technical Assistance Center (TAC) accepted and the budget established in the amount of \$1,170,466 for the period July 1, 2019 through June 30, 2020. This is the first year of a five-year contract. Approval was received on October 24, 2019.

2. Budget Increases for 2019-2020:

- a. Comprehensive Health and Wellness budget increased by \$205 from \$264 to \$469. Revenue for this program comes from DASA registration fees.
- b. Summer Learning Experience budget increased by \$2,679.29 from \$195,000.00 to \$197,679.29. This is the amount of rollover amount from 2018-2019.

C. Acceptance of Donations

1. Exam tables, digital scales, stools and other related medical equipment to the Nurse Assisting class at the Bush Campus from Guthrie Medical Center, 31 Arnot Road, Horseheads, NY 14845.
2. International 10-wheeler truck to the Heavy Equipment program at the Wildwood Campus from Town of Canisteo, 6 South Main Street, Canisteo, NY 14823.
3. 2011 Chevy Impala to the Auto Tech class at the Bush Campus from Timothy Steed, 1215 Trescott Drive, Pine City, NY 14871.

D. Authorization to Pay the Following Membership Dues

1. New York State School Boards Association (NYSSBA) in the amount of \$11,543 for 2020.

E. Activities Club

1. Open the following club at the Elmira Heights CSD Host Site:
 - a. Autism Program Fund; the Club Advisor is Jennifer Kimball.
2. Open the following club at the Ira Davenport Hospital Host Site:
 - a. Project SEARCH Club; the Club Advisor is Angela Dickison.

F. Permission to Sell

1. Request permission to sell the following (5) BOCES fleet vehicles:

2009 Chevy Impala	CA74
2010 Dodge Van	A39
2011 Chevy Impala	CA87
2012 Dodge Van	A43
2013 Chevy Impala	CA5

CARRIED UNANIMOUSLY

6. PERSONNEL

20-057

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

A. Retirements

1. Julie Cox

Position:	Network Technology Specialist
Effective:	end of day December 1, 2019
Date of Hire:	November 26, 2001

B. Resignations

1. Rebecca Webster

Position:	Teacher, English
Effective:	end of day October 16, 2019
Date of Hire:	September 2, 2008
Reason:	personal reasons

2. Kimberly J. Smith

Position:	Registered Professional Nurse
Effective:	end of day December 4, 2019
Date of Hire:	September 3, 2019
Reason:	personal reasons

3. Sara Fontana

Position:	Supervisor of Instructional Support
Effective:	end of day December 6, 2019
Date of Hire:	March 2, 2015

Reason: other employment

4. Emily Rockett

Position: Labor Relations Specialist
Effective: end of day December 20, 2019
Date of Hire: February 25, 2019
Reason: other employment

C. Increase to Positions

1. **School Psychologist**, one 10 month, school calendar position, increased from full-time (1.0 FTE) to **full-time (1.0 FTE) plus up to 20 additional days, timesheet basis**, effective June 28, 2019, due to additional needs in the department.
2. **School Counselor**, one 10 month, school calendar position, increased from full-time (1.0 FTE) to **full-time (1.0 FTE) plus up to 20 additional days, timesheet basis**, effective June 28, 2019, due to additional needs in the department.

D. Increase in Assignments

1. Lynn Miles

Position: **School Psychologist**
Effective: June 26, 2019
Increase: from 10 month, school calendar position **to** 10 month, school calendar, **plus up to 20 additional days, timesheet basis**
Salary: no change to salary
Reason: due to the additional needs in the department

2. Stephanie Welch

Position: **School Counselor**
Effective: June 26, 2019
Increase: from 10 month, school calendar position **to** 10 month, school calendar, **plus up to 20 additional days, timesheet basis**
Salary: no change to salary
Reason: due to the additional needs in the department

E. Change from Civil Service Provisional Appointment to Probationary Appointment, due to successful passing of Civil Service Exam

1. Jennifer Morris

Position: **Principal Account Clerk**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: May 7, 2019
Probationary Period: May 7, 2019 through July 30, 2019
Civil Service List #: 74926
Salary: \$20.35 per hour (Grade 13, Step 2)

2. Jennie Adriaansen

Position: **Principal Account Clerk**, full-time (1.0 FTE), 12

- month position, Civil Service Competitive, **Probationary** appointment
 May 8, 2019
 May 8, 2019 through July 31, 2019
 74926
 \$20.35 per hour (Grade 13, Step 2)
- 3. Sue Stuart**
 Position: **Principal Account Clerk**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
 Effective: July 1, 2019
 Probationary Period: July 1, 2019 through September 23, 2019
 Civil Service List #: 74926
 Salary: \$20.04 per hour (Grade 13, Step 1)
- 4. Megan Leach**
 Position: **Accountant (School)**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
 Effective: June 4, 2019
 Probationary Period: June 4, 2019 through August 27, 2019
 Civil Service List #: 79065
 Salary: \$46,000.00 per year, prorated
- 5. Angela Foley**
 Position: **Computer Programmer Analyst Trainee**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
 Effective: October 16, 2019
 Probationary Period: October 16, 2019 through October 15, 2019
 Civil Service List #: 20120
 Salary: \$35,000.00 per year, prorated
- 6. Valerie Bond**
 Position: **Computer Operations Specialist**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
 Effective: November 7, 2019
 Probationary Period: November 7, 2019 through November 6, 2019
 Civil Service List #: 20549
 Salary: \$38,000.00 per year, prorated
- 7. April Krug**
 Position: **Account Clerk**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
 Effective: November 20, 2019
 Probationary Period: November 20, 2019 through November 19, 2020
 Civil Service List #: DCAC1119
 Salary: \$15.78 per hour (Grade 5, Step 3)

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

1. Bernadette Sramek

Position: Accountant (School)
Permanent Date: January 27, 2017

2. Joshua Total

Position: Operations Communication Specialist
Permanent Date: October 19, 2017

3. Virginia Hatfield

Position: Program Assistant
Permanent Date: August 21, 2018

4. Kenneth Wrigley

Position: Courier
Permanent Date: July 30, 2019

5. Jennifer Morris

Position: Principal Account Clerk
Permanent Date: July 31, 2019

6. Jennie Adriaansen

Position: Principal Account Clerk
Permanent Date: August 1, 2019

7. Megan Leach

Position: Accountant (School)
Permanent Date: August 27, 2019

8. Sue Stuart

Position: Principal Account Clerk
Permanent Date: September 24, 2019

9. Hannah Patterson

Position: Principal Account Clerk
Permanent Date: November 6, 2019

10. Yvonne Allen

Position: Career Education Resource Specialist
Permanent Date: December 10, 2019

11. Casey Getman

Position: Operations Communication Specialist
Permanent Date: December 14, 2019

12. Dylan Dewert, Jr.

Position: Operations Communication Specialist
Permanent Date: December 15, 2019

G. Tenure Appointment, due to successful completion of Probationary Period, no change in salary

1. Jesse Ferris

Position: Principal of Special Education
Tenure Area: Principal of Special Education
Effective Date of Tenure: December 30, 2019
Certification Status: Professional

2. Katrina Keefe

Position: Instructional Support Teacher
Tenure Area: Instructional Support Services in Professional Development
Effective Date of Tenure: January 4, 2020
Certification Status: Permanent

3. Thomas Batrowny

Position: Teaching Assistant
Tenure Area: Teaching Assistant
Effective Date of Tenure: January 4, 2020
Certification Status: Level 3

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

1. Jennifer Hakes

Position: **Teacher**, Career Beginnings and Exploration, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: October 31, 2019
Location: Wildwood Education Center
Tenure Area: Business & Marketing Titles
Certification: Transitional A, Business (CTE) 7-12
Probationary Period: October 31, 2019 through October 30, 2023
Salary: \$48,000.00 per year, prorated (step 5 + Degree Stipend)

2. Shelli Altopp-Miller

Position: **School Social Worker**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: October 31, 2019
Location: Wildwood Education Center
Tenure Area: School Social Worker
Education: Master of Social Work, Social Work, Washington University in St. Louis
Certification: Provisional, School Social Worker, October 31, 2019 through January 31, 2025
Probationary Period: October 31, 2019 through October 30, 2023
Salary: \$54,732.00 per year, prorated (step 8 + Credit Hours Stipend + Degree Stipend + IEP Stipend)

3. Karilyn Rutledge

Position: **Teaching Assistant**, Special Education, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: September 3, 2019
Location: Bush Education Center

Tenure Area:	Teaching Assistant
Education:	Bachelor of Science, SUNY Cortland
Certification:	Level 3, Teaching Assistant
Probationary Period:	September 3, 2019 through September 2, 2023
Salary:	\$35,126.00 per year (Step 1 + Credit Hours Stipend)

4. Julianne Caruso

Position:	Teaching Assistant , Special Education, full-time (1.0 FTE), 10 month, school calendar position, Probationary appointment
Effective:	November 14, 2019
Location:	Bush Education Center
Tenure Area:	Teaching Assistant
Education:	Bachelor of Science, SUNY Cortland
Certification:	Level 1, Teaching Assistant
Probationary Period:	November 14, 2019 through November 13, 2023
Salary:	\$34,586.00 per year (Step 1 + Credit Hours Stipend)

- I. **Amend Education Law Probationary Appointment**, amending the Probationary Periods from four years to three years, due to verification of Effective or Highly Effective composite scores in their final year of service in previous school district or BOCES.

1. Elisabeth Bostwick

Position:	Instructional Support Teacher
Tenure Area:	Instructional Support Services in Professional Development
Probationary Period:	February 7, 2019 through February 6, 2022

2. Catherine Cooke

Position:	Instructional Support Teacher
Tenure Area:	Instructional Support Services in Professional Development
Probationary Period:	September 5, 2017 through September 4, 2020

3. Sarah Dickson

Position:	Instructional Support Teacher
Tenure Area:	Instructional Support Services in Professional Development
Probationary Period:	October 28, 2019 through October 27, 2022

4. Kathleen Dinwoodie

Position:	Teacher , Blind and Visually Impaired
Tenure Area:	Education of Children with Handicapping Conditions – Blind and Visually Handicapped Children
Probationary Period:	November 7, 2017 through November 6, 2020

5. Heather Ellis

Position:	Instructional Support Teacher
Tenure Area:	Instructional Support Services in Professional Development
Probationary Period:	September 5, 2017 through September 4, 2020

6. Stacie Harris

Position:	Teacher Center Coordinator
-----------	-----------------------------------

Tenure Area:	Instructional Support Services in Professional Development
Probationary Period:	September 4, 2018 through September 3, 2021

7. Maria Torres
 Position: **Industry Liaison**
 Tenure Area: School Counselor
 Probationary Period: September 3, 2019 through September 2, 2022

8. Toni Wilson
 Position: **School Counselor**
 Tenure Area: School Counselor and Guidance
 Probationary Period: July 31, 2017 through July 30, 2020

9. Melissa Woodward
 Position: **School Counselor**
 Tenure Area: School Counselor
 Probationary Period: September 4, 2018 through September 3, 2021

10. Sharla Yarnell
 Position: **Instructional Support Teacher**
 Tenure Area: Instructional Support Services in Professional Development
 Probationary Period: September 5, 2017 through September 4, 2020

J. Creation of Positions

- 1. Teacher Aide**, one full-time (1.0 FTE), 10 month, school calendar position, effective November 14, 2019, due to the increase in districts' requests for services
- 2. Program Assistant**, one full-time (1.0 FTE), 12 month position, effective November 12, 2019, due to the increase in districts' requests for services

K. Appointments

1. Brendan Collins
 Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
 Effective: November 14, 2019
 Location: Cohen Elementary School, Elmira Heights CSD
 Education: High School Diploma, Elmira CSD
 Probationary Period: November 14, 2019 through January 21, 2021
 Experience: no related work experience
 Salary: \$11.80 per hour
 Reason for Appt: due to the increase in districts' requests for services

2. Jennifer Fernandez
 Position: **Program Assistant**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam
 Effective: November 12, 2019
 Location: Bush Education Center

Education: Bachelor of Art, SUNY Potsdam
Experience: 1 year of related work experience
Salary: \$16.63 per hour (Grade 9, Step 2)
Reason for Appt: due to the increase in districts' requests for services

3. Brian King

Position: **Assistant Automotive Mechanic**, full-time (1.0 FTE), 12 month position, Non-Competitive Civil Service, **Probationary** appointment
Effective: November 18, 2019
Location: Bush Education Center
Education: Associate in Applied Science, Ivy Tech Community College
Probationary Period: November 18, 2019 through November 17, 2020
Experience: 13 years' related work experience
Salary: \$17.15 per hour (Grade 9, Step 4)
Reason for Appt: due to an internal transfer

4. Sandra Trimble

Position: **Computer Services Program Aide**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment
Effective: December 9, 2019
Location: Bush Education Center
Education: High School Diploma, Elmira Heights CSD
Probationary Period: December 9, 2019 through December 8, 2020
Experience: 11+ years' related work experience
Salary: \$14.76 per hour (Grade 1, Step 4)
Reason for Appt: due to an internal transfer

L. Temporary Appointments

1. Amanda Minaker

Position: **Teacher**, English, full-time (1.0 FTE), 10 month, school calendar position, **Temporary** appointment, pending completion of certification requirements
Effective: November 13, 2019 through June 25, 2020
Location: Bush Education Center
Education: Master of Education, Principalship, Saginaw Valley State University
Certification: Not certified, English Language Arts 7-12 required
Experience: 6 years' related work experience
Salary: \$43,693.00 per year, prorated (step 1)
Reason for Appt: due to an internal transfer

M. Mentoring Stipend, first year, Stipend of \$1,092 per year, prorated

1. **Leonard Debolt** mentoring **Bridget Henshaw**, effective November 1, 2019 through June 25, 2020

N. Annual Stipends, effective August 26, 2019 through June 30, 2020, prorated

1. **Cooling Tower Chemicals**, Stipend \$675
 - a. **Matthew Mayo**

O. Annual SKILLS USA Advisor Stipends, effective September 3, 2019 through June 25, 2020, Stipend of \$1,311.00 each

1. **Bush Education Center**
 - a. Amy Limoncelli
 - b. Luann Semski
 - c. Barbara Sweet
 - d. Amy Warner
2. **Coopers Education Center**
 - a. Jody Andrus
 - b. Burton Beebe
 - c. Dale Robie
3. **Wildwood Education Center**
 - a. Gary Acker
 - b. Andrew Dennis
 - c. Kristin Ohradzanski

P. Approval of Temporary and Substitute Personnel Report, as attached

CARRIED UNANIMOUSLY

9. BOARD PRESIDENT'S REPORT

- Tabled.

10. SUPERINTENDENT'S REPORT

- Shannon Tahoe has been appointed as Interim Commissioner.
- The Board of Regents is looking at hiring a national firm to run the search for Commissioner.

EXECUTIVE SESSION

20-058

Upon the motion of Dlugos, seconded by Peoples, it was resolved to move to Executive Session at 6:04 p.m. to discuss ten (10) employment histories of particular person(s).

CARRIED UNANIMOUSLY

OPEN SESSION

20-059

Upon the motion of Dlugos, seconded by Wheeler, it was resolved to move to Open Session at 6:21 p.m.

CARRIED UNANIMOUSLY

11. ADJOURNMENT

20-060

Upon the motion of Peoples, seconded by O'Donnell, it was resolved to adjourn the meeting at 6:22 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

ket
December 5, 2019

Kathleen E. Taylor
Board Clerk
