

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

REGULAR BOARD MEETING

Coopers Education Center, Bldg. 8
Large Conference Room

TUESDAY, MARCH 3, 2020

5:30 p.m.

PRESENT: Neil Bulkley, Amy Dlugos, Don Keddell, Alice Learn, Mark Lemmon,
Matt Maloney, Brian O'Donnell, Tom Phillips, Bill Peoples, Jr., Bob
Wheeler

EXCUSED: Gary Scott

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

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1. Call to Order and Pledge of Allegiance

Board President Keddell called the meeting to order at 5:24 p.m. and led the Pledge of Allegiance.

2. Acceptance of the Agenda, with Addenda

20-076

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

CARRIED UNANIMOUSLY

3. Privilege of the Floor

Board Member Wheeler mentioned the story about Wildwood students building homes in the Hornell community and most recently, the project to rebuild after a large fire in November.

Board Member Bulkley asked about the possibility of the state cutting of funding for rural schools. District Superintendent Frame said that this was an item in the Governor's proposal but it is not currently being discussed as a viable option.

Board Vice President Learn was happy to see an advertisement in a recent *OnBoard* issue that promoted BOCES programs.

Board President Keddell recognized Director of Instructional Support Services Linda Perry who will be the new Assistant Superintendent for Secondary Education at Corning-Painted. He thanked Linda for everything she has done for BOCES and stated that C-PP is gaining an excellent employee. District Superintendent Frame added that Linda has been a great team member and this is an outstanding opportunity for Linda's career.

Board Member Phillips arrived at 5:31 p.m.

4. Consensus Items

20-077

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

A. Approval of Minutes

1. Regular Board Meeting – February 4, 2020

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – January 2020

C. Internal Claims Auditor Report – January 2020

CARRIED UNANIMOUSLY

5. Finance

20-078

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

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2019-2020:

Item#	CoSer #	Title	In the Amount of
131-20	355.499	Occ. Therapy w/Catt-Allegany BOCES	\$ 450
132-20	419.693	Academic Program: Spec. Fac. w/TST BOCES	\$ 450
133-20	557.498	School/Curr. Improv. Planning w/ONC BOCES	\$ 1,295
134-20	592.597	Computer Service: Instructional w/Madison-Oneida BOCES	\$ 12,103
135-20	594.392	School/Curr. Improv. Planning w/SLL BOCES	\$ 440
136-20	630.597	Computer Service: Management w/Madison-Oneida BOCES	\$ 170
137-20	656.599	Computer Service: Management w/Broome-Tioga BOCES	\$ 10,750
138-20	676.599	Planning Service: Management w/Broome-Tioga BOCES	\$ 25,200

These establishments will be supported as follows:

131-20	355.499	Spencer-Van Etten: \$450
132-20	419.693	Corning: \$270, Spencer-Van Etten: \$180
133-20	557.498	Canisteo-Greenwood: \$777, Corning: \$518
134-20	592.597	Bradford: \$12,103
135-20	594.392	Corning: \$440
136-20	630.597	Bradford: \$170
137-20	656.599	Horseheads: \$10,750
138-20	676.599	Arkport: \$25,200

2. Budget Increases for 2019-2020:

Item #	CoSer#	Title	Increase	From	To
139-20	221.494	Special Class 1:12:3 w/Monroe #1 BOCES	\$ 18,945	\$ 226,734	\$ 245,679
140-20	430.000	Distance Learning	\$ 43,825	\$ 494,998	\$ 538,823
141-20	511.000	Printing	\$ 42,370	\$ 1,671,712	\$ 1,714,082
142-20	513.000	Library Automation	\$ 2,951	\$ 322,008	\$ 324,959
143-20	527.000	Instructional Materials	\$ 30	\$ 1,199,743	\$ 1,199,773
144-20	550.591	Computer Service: Instructional w/Erie 1 BOCES	\$ 47,509	\$ 1,496,636	\$ 1,544,145
145-20	555.591	Model Schools w/Erie 1 BOCES	\$ 16,400	\$ 68,545	\$ 84,945
146-20	562.493	School/Curr. Improv. Planning w/GV BOCES	\$ 16,317	\$ 117,901	\$ 134,218
147-20	593.497	School/Curr. Improv. Planning w/C-O BOCES	\$ 23,570	\$ 4,372	\$ 27,942
148-20	605.000	Computer Service: Management	\$ 28,758	\$ 13,712,448	\$ 13,741,206
149-20	629.591	Computer Service: Management w/Erie 1 BOCES	\$ 56,904	\$ 3,539,707	\$ 3,596,611
150-20	659.591	Planning Service: Management w/Erie 1 BOCES	\$ 6,153	\$ 137,109	\$ 143,262
151-20	665.691	Coop. Bidding w/DCMO BOCES	\$ 14,032	\$ 51,132	\$ 65,164

152-20	674.591	Negotiations w/Erie 1 BOCES	\$	1,000	\$	7,945	\$	8,945
153-20	679.496	Coop. Bidding w/Monroe 2 BOCES	\$	403	\$	1,209	\$	1,612

These increases will be supported as follows:

139-20	221.494	Canisteo-Greenwood: \$128,450, Hornell: (\$109,505)
140-20	430.000	Watkins Glen: \$43,825
141-20	511.000	Addison: \$1,209, Alfred-Almond: \$684, Arkport: \$326, Avoca: \$125, Bath: \$2,643, Bradford: \$457, Campbell-Savona: \$2,674, Canaseraga: \$33, Corning: \$10,669, Elmira: \$12,432, Elmira Heights: \$1,179, Hammondsport: \$338, Hornell: \$28, Horseheads: \$4,306, Odessa-Montour: \$603, Prattsburgh: \$392, Spencer-Van Etten: \$217, Watkins Glen: \$1,333, Waverly: \$2,108, Misc. Revenue: (Notre Dame: \$45, Steuben County: \$224, Town of Horseheads: \$345)
142-20	513.000	Addison: \$201, Alfred-Almond: \$600, Campbell-Savona: \$200, Prattsburgh: \$300, Spencer-Van Etten: \$450, Watkins Glen: \$600, Waverly: \$600
143-20	527.000	Arkport: \$30
144-20	550.591	Addison: \$19, Alfred-Almond: \$3,284, Arkport: \$2,320, Bath: (\$17,919), Canaseraga: \$2,803, Canisteo-Greenwood: \$33,117, Hammondsport: \$27,270, Hornell: (\$3,467), Jasper-Troupsburg: \$82
145-20	555.591	Hornell: \$16,400
146-20	562.493	Hornell: \$16,317
147-20	593.497	Watkins Glen: \$18,614, Waverly: \$4,956
148-20	605.000	Horseheads: \$1,474, Nassau BOCES: \$1,500, Odessa-Montour: \$7,428, Southern Westchester BOCES: \$1,500, Spencer-Van Etten: \$5,003, Watkins Glen: \$9,580, Misc. Revenue: (Autism/Save Trainings: \$2,273)
149-20	629.591	Addison: \$733, Alfred-Almond: \$19,283, Arkport: (\$19,915), Bath: \$17,919, Bradford: \$347, Canaseraga: \$7,423, Canisteo-Greenwood: \$9,486, Hammondsport: \$1,142, Hornell: \$3,467, Jasper-Troupsburg: \$17,019
150-20	659.591	Alfred-Almond: \$6,588, Hammondsport: \$1,190, Waverly: (\$1,625)
151-20	665.691	Campbell-Savona: \$469, Elmira: \$247, Elmira Heights: \$388, Hornell: (\$450), Horseheads: \$12,607, Odessa-Montour: (\$450), Spencer-Van Etten: \$298, Watkins Glen: \$506, Waverly: \$417
152-20	674.591	Addison: \$1,000
153-20	679.496	Bath: \$403

3. Budget Decreases for 2019-2020:

Item #	CoSer #	Title	Decrease	From	To
154-20	350.492	Human Resources Mgr. w/Erie 2 BOCES	\$ 13,700	\$ 24,000	\$ 10,300
155-20	445.000	P-TECH	\$ 167,654	\$ 2,011,176	\$ 1,843,522
156-20	508.000	Library Services	\$ 2,951	\$ 456,136	\$ 459,087
157-20	512.000	Computer Service: Instructional	\$ 8,058	\$ 3,489,676	\$ 3,481,618
158-20	525.000	Staff Development	\$ 6,000	\$ 1,149,413	\$ 1,143,413
159-20	536.000	Model Schools	\$ 5,000	\$ 115,528	\$ 110,528
160-20	537.000	School/Curr. Improv. Planning	\$ 7,119	\$ 1,662,959	\$ 1,655,840
161-20	651.495	Computer Service: Management w/WFL BOCES	\$ 997	\$ 997	\$ 0

These decreases will be supported as follows:

154-20	350.492	Addison: (\$13,700)
155-20	445.000	Addison: (\$22,277), Bath: (\$13,104), Campbell-Savona: (\$17,035), Corning: (\$13,104), Elmira: (\$65,520), Watkins Glen: (\$13,104), Waverly: \$26,208, Misc. Revenue: (ECSD P-Tech Grant: (\$49,718))
156-20	508.000	Addison: (\$201), Alfred-Almond: (\$600), Campbell-Savona: (\$200), Prattsburgh: (\$300), Spencer-Van Etten: (\$450), Watkins Glen: (\$600), Waverly: (\$600)
157-20	512.000	Bradford: (\$6,000), Corning: \$3,302, Hornell: (\$20,000), Horseheads: \$14,640
158-20	525.000	Watkins Glen: (\$6,000)
159-20	536.000	Watkins Glen: (\$5,000)
160-20	537.000	Addison: \$2,100, Hornell: \$20,000, Watkins Glen: (\$29,219)
161-20	651.495	Prattsburgh: (\$997)

4. Transfers within programs for 2019-2020:

a. Report of all fund transfers for the period 1/1/2020-1/31/2020, as attached.

b. Transfers in excess of \$10,000.

COSER NO.	PROGRAM	BUDGET CODE	TRANSFER IN	TRANSFER OUT
001	Central Administration	A001-1010-400-0-00 Contract & Other		\$ 10,155
		A001-1310-210-0-00 Lg Equip >\$5000	\$ 10,155	
		Total	\$ 10,155	\$ 10,155
430	Distance Learning	A430-5877-400-A-06 Contract & Other		\$ 10,000
		A430-5877-400-1-06 Contract & Other	\$ 10,000	

		Total	\$ 10,000	\$ 10,000
445	P-TECH	A445-5880-150-0-00 Instr. Salaries		\$ 12,190
		A445-5880-154-0-00 Instr. Extra Work		\$ 16,322
		A445-5880-819-0-00 HRA		\$ 13,396
		A445-5880-200-0-00 Equip \$500-\$4999	\$ 10,795	
		A445-5880-205-0-00 Software	\$ 16,085	
		A445-5880-400-0-00 Contract & Other	\$ 15,028	
		Total	\$ 41,908	\$ 41,908
605	Computer Svc: Management	A605-7710-200-8-06 Equip \$500-\$4999		\$ 11,774
		A605-7710-400-8-06 Contract & Other	\$ 11,774	
		Total	\$ 11,774	\$ 11,774

B. Purchasing

1. Approval of Resolution, as attached, to participate with other BOCES in an agreement with School Online Library Information Databases Consortium (SOLID), software applications, negotiated and managed by Erie 1 BOCES.

C. Acceptance of Donations

1. 2002 Honda Accord to the Auto Tech II Program at the Bush Campus from Aaron Veilleux, 203 College Avenue, Odessa, NY 14869.

D. Authorization to Pay the Following Membership Dues

1. Hornell Area Chamber of Commerce dues in the amount of \$250 for 2020 for Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

E. Close Bank Account

1. Request permission to close the GST BOCES Activities Savings account with JP Morgan Chase Bank and transfer the funds in that account to the GST BOCES Activities Checking account with M&T Bank.

F. Approval of Cost Methodology for 2020-2021, as attached

CARRIED UNANIMOUSLY

6. Personnel

20-079

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

A. Resignation

1. Linda Perry

Position: Director of Instructional Support Services
Effective: end of day March 13, 2020
Date of Hire: September 2, 2003
Reason: other employment

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

1. Michael Guthrie

Position: **Microcomputer Repair Technician**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: February 4, 2020
Probationary Period: February 4, 2020 through February 3, 2021
Civil Service List #: 64953
Salary: \$34,721.55 per year, prorated

2. Kelly Benjamin

Position: **Personnel Clerk**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: February 5, 2020
Probationary Period: February 5, 2020 through February 4, 2021
Civil Service List #: 69218
Salary: \$38,000.00 per year, prorated

3. Michele Diliberto

Position: **Personnel Clerk**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: February 5, 2020
Probationary Period: February 5, 2020 through February 4, 2021
Civil Service List #: 69218
Salary: \$38,000.00 per year, prorated

4. Donald Loomis

Position: **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: February 25, 2020
Probationary Period: February 25, 2020 through February 24, 2021
Civil Service List #: Continuous Recruitment
Salary: \$36,500.00 per year, prorated

5. Randy Long

Position: **Network Technology Specialist**, full-time (1.0 FTE), 12 month position, Civil Service Competitive, **Probationary** appointment
Effective: February 25, 2020
Probationary Period: February 25, 2020 through February 24, 2021
Civil Service List #: Continuous Recruitment
Salary: \$40,000.00 per year, prorated

6. Ian Loomis

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

Effective:	February 25, 2020
Probationary Period:	February 25, 2020 through February 24, 2021
Civil Service List #:	Continuous Recruitment
Salary:	\$35,000.00 per year, prorated

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

1. Stephanie M. Stephens

Position:	Occupational Therapist
Permanent Date:	March 18, 2020

2. Devin Bailey

Position:	Network Technology Specialist
Permanent Date:	March 25, 2020

3. Debra Mountain

Position:	Licensed Practical Nurse
Permanent Date:	April 11, 2020

D. Tenure Appointments, due to successful completion of Probationary Period, no change in salary

1. Lamott Kimball, Jr.

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

2. Robert Stein

Position:	Teacher
Tenure Area:	Education of Children with Handicapping Conditions – General Special Education
Effective Date of Tenure:	March 30, 2020
Certification Status:	Professional

3. Timothy McCawley

Position:	Teaching Assistant
Tenure Area:	Teaching Assistant
Effective Date of Tenure:	March 31, 2020
Certification Status:	Level 3

E. Creation of Position

1. **Teacher**, Physical Education, one full-time (1.0 FTE), 10 month, school calendar position, effective February 27, 2020, due to the increase in districts' requests for services

F. Appointments

1. Matthew Hicks

Position: **Teacher**, Physical Education, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: February 27, 2020
Location: Elmira and Horseheads CSD; Bush Education Center
Education: Bachelor of Science, Physical Education, Ithaca College
Tenure Area: Physical Education
Certification: Initial, Physical Education, effective May 15, 2019 through August 31, 2024
Probationary Period: February 27, 2020 through February 26, 2024
Experience: no related work experience
Salary: \$44,193.00 per year, prorated (Step 1)
Reason for Appt: due to the increase in districts' requests for services

2. Joseph Kevin Jacobs

Position: **Career Education Resource Specialist**, part-time (time-sheet basis), 10 month, school calendar, Civil Service Non-Competitive, **Probationary** appointment
Effective: February 6, 2020
Location: Hornell High School
Education: High School Diploma, Hornell City School District
Probationary Period: February 6, 2020 through April 15, 2021
Experience: 7+ years' related work experience
Salary: \$17.00 per hour
Reason for Appt: due to an internal transfer

3. Alijia-Jean Bailey

Position: **Computer Operations Specialist**, full-time (1.0 FTE), 12-month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam
Effective: February 18, 2020
Location: Bush Education Center
Education: High School Diploma, Watkins Glen Central School District
Experience: 3 years' related work experience
Salary: \$34,500.00 per year, prorated
Reason for Appt: due to a retirement

4. Tori Parmenter

Position: **Cook Manager**, full-time (1.0 FTE), 10-month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: February 24, 2020
Location: Canisteo-Greenwood, Jasper-Troupsburg and Alfred-Almond Central School Districts
Education: Certificate, Nutrition & Food Service, University of Florida
Probationary Period: February 24, 2020 through May 3, 2021
Experience: 1 year of related work experience
Salary: \$30,500.00 per year, prorated
Reason for Appt: due to an internal transfer

5. Brittany Pfitzenmaier

Position: **Teacher Aide**, full-time (1.0 FTE), 10-month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: February 24, 2020
Location: Savona Elementary School, Campbell-Savona Central School District
Education: High School Diploma, Canisteo-Greenwood Central School District
Probationary Period: February 24, 2020 through May 3, 2021
Experience: no related work experience
Salary: \$11.80 per hour
Reason for Appt: due to an internal transfer

6. Alyssa Lepkowski

Position: **Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam
Effective: February 18, 2020
Location: Bush Education Center
Education: Bachelor of Art, Anthropology, SUNY Geneseo
Experience: 1 year of related work experience
Salary: \$16.63 per hour
Reason for Appt: due to a resignation and the reconfiguration of duties within the department

7. Ashley Coon

Position: **Licensed Practical Nurse**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: March 5, 2020
Location: Broadway Academy, Elmira CSD
Education: High School Diploma, Watkins Glen CSD
License: Registration Certificate, Licensed Practical Nurse, September 2, 2016 through September 30, 2021
Probationary Period: March 5, 2020 through May 13, 2021
Experience: 3 years' related work experience
Salary: \$17.02 per hour (Grade 3, Step 4)
Reason for Appt: due to a resignation

G. Rescind Mentoring Stipend, first year, Stipend of \$1,092 per year

1. Leonard Debolt **rescind mentoring stipend**, mentoring Bridget Henshaw, effective November 1, 2019 through June 25, 2020, due to mentor replacement

H. Mentoring Stipends, first year, Stipend of \$1,092 per year

1. **Kimberly Kramer** mentoring **Bridget Henshaw**, effective January 6, 2020 through June 25, 2020
2. **Lisa Crisco** mentoring **Lia Apenowich**, effective February 13, 2020 through June 25, 2020

3. **William Mahon** mentoring **Matthew Hicks**, effective March 1, 2020 through June 25, 2020

I. **Annual Stipend**, effective March 9, 2019 through June 30, 2020

1. **Computer Services Center**

a. **Stacey Lunger**, Financial Services Team Manager, Stipend \$2,500

J. **Approval of Temporary and Substitute Personnel Report, as attached**

CARRIED UNANIMOUSLY

7. **Board Policy – First Reading**

These policies will be on the April agenda for second reading and approval

A. Policy #6251: School Board Governance & Operations – Communications from Audience, as attached

B. Policy #8135: Instruction – Use of Animals in Instruction, as attached

8. **Appointments**

20-080

Upon the motion of Learn, seconded by Bulkley, it was resolved to appoint the following to the indicated position for the 2019-2020 fiscal year, to remain in effect until the next Annual Reorganizational Meeting, or upon termination of services, effective April 30, 2020:

A. Treasurer Merlyn Tiwari

B. Auditor, Student Accounts and Activities:
Bush, Coopers, and Wildwood Education Centers Merlyn Tiwari

CARRIED UNANIMOUSLY

9. **Authorizations**

20-081

Upon the motion of Learn, seconded by Bulkley, the following authorizations were approved:

A. Signatures on Checks

Resolved, that authorization to sign checks for the 2019-2020 fiscal year is given to the following listed personnel, effective April 30, 2020:

All Checks Merlyn Tiwari

CARRIED UNANIMOUSLY

10. **Other Business**

20-082

Upon the recommendation of the Superintendent, and on the motion of O'Donnell, seconded by Dlugos, it was resolved to approve the following:

A. Approval of the attached 2020-2021 GST BOCES Regional School Calendar

11. Program

20-083

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

- A. STEM Academy, as attached
- B. Coopers Education Center, SkillsUSA Program, as attached

CARRIED UNANIMOUSLY

12. Board President's Report

A. Preferred Educational Future

Sarah Vakkas and Linda Perry presented information on Social Emotional Learning (SEL), which the state has a high interest in. She and Linda are part of the state's Staff & Curriculum Development Network (S/CDN) and attend quarterly meetings in Albany to work with teams on updates from SED on curriculum and learning standards. An SEL group has been added as a component of S/CDN and have their own statewide group which Sarah chairs. The SEL group provides professional development and training to reps from all of the NYS BOCES and they turnkey the information back to their component districts. The state is looking to infuse SEL into content areas.

Linda explained that every BOCES has two staff members attend and they provide the information through staff development teams, professional learning communities and other professional avenues. Next steps will focus on district awareness.

13. Superintendent's Report

District Superintendent Frame reported the following:

- In regards to the Coronavirus, GST exceeds the expected cleaning and disinfecting that is recommended from the state and health department.
- SED has identified a search firm that will assist with the Commissioner vacancy.

Executive Session

20-084

Upon the motion of O'Donnell, seconded by Bulkley, it was resolved to move to Executive Session at 6:45 p.m. to discuss two (2) employment histories of particular persons.

CARRIED UNANIMOUSLY

Open Session

20-085

Upon the motion of Learn, seconded by Wheeler, it was resolved to move to Open Session at 6:48 p.m.

CARRIED UNANIMOUSLY

14. Adjournment

20-086

Upon the motion of Phillips, seconded by Maloney, it was resolved to adjourn the meeting at 6:48 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

ket
March 6, 2020

Kathleen E. Taylor
Board Clerk
