

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

**REGULAR BOARD MEETING**

**TUESDAY, MAY 12, 2020**

Video Conference/Livestream ([www.gstboces.org](http://www.gstboces.org))

5:30 p.m.

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

**ALSO PRESENT:** District Superintendent James Frame  
Cabinet Members: Brian Bentley, Patricia Cardona, Greg Dale, Stacy Saglibene, Chuck Stefanini, Matt Talada, Sarah Vakkas  
Board Clerk Kate Taylor

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The following meeting was held via videoconference and teleconference, in accordance with NYS Governor's Executive Order 202.1.

**1. Call to Order, Roll Call and Pledge of Allegiance**

Board President Keddell called the meeting to order at 5:32 p.m. and led the Pledge of Allegiance. Board Clerk Taylor conducted a roll call of Board Members.

**2. Acceptance of the Agenda, with Addenda**

**20-095**

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

**CARRIED UNANIMOUSLY**

**3. Privilege of the Floor**

Board Member Bulkley has been impressed with behind the scenes work that is being done to make things happen during shutdown.

**4. Consensus Items**

**20-096**

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

**A. Approval of Minutes**

1. Regular Board Meeting – April 14, 2020

**B. Treasurer's Reports**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – March 2020
2. Student Activities – Bush Education Center – 1/1/2020-3/31/2020
3. Student Activities – Coopers Education Center – 1/1/2020-3/31/2020
4. Student Activities – Wildwood Education Center – 1/1/2020-3/31/2020

### **C. Internal Claims Auditor Reports**

1. February 2020
2. March 2020

**CARRIED UNANIMOUSLY**

### **5. Finance**

**20-097**

Upon the recommendation of the Superintendent, and on the motion of Peoples, seconded by Dlugos, 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
196-20	349.495	Itin. Diagnostic Svcs w/WFL BOCES	\$ 2,100
197-20	439.499	Exploratory Enrichment w/Catt-Allegany BOCES	\$ 2,120
198-20	580.694	School/Curr. Improv. Planning w/Eastern Suffolk BOCES	\$ 8,520
199-20	678.391	Recruiting Service w/Franklin-Essex BOCES	\$ 57,911
200-20	680.597	Staff Development w/Madison-Oneida BOCES	\$ 466

These establishments will be supported as follows:

196-20	349.495	Prattsburgh: \$2,100
197-20	439.499	Campbell-Savona: \$2,120
198-20	580.694	Addison: \$8,520
199-20	678.391	Addison: \$57,911
200-20	680.597	Spencer-Van Etten: \$466

##### **2. Budget Increases for 2019-2020**

Item #	CoSer#	Title	Increase	From	To
201-20	401.000	Arts in Education	\$ 4,000	\$ 385,487	\$ 389,487
202-20	511.000	Printing	\$ 34,132	\$ 1,771,689	\$ 1,805,821
203-20	512.000	Computer Service: Instructional	\$ 329,500	\$ 3,489,567	\$ 3,819,067
204-20	550.591	Computer Service: Instructional w/Erie 1 BOCES	\$ 13,603	\$ 1,547,213	\$ 1,560,816
205-20	558.693	School/Curr. Improv. Planning w/TST BOCES	\$ 545	\$ 23,917	\$ 24,462
206-20	588.495	Curriculum Development w/WFL BOCES	\$ 16,636	\$ 237	\$ 16,873
207-20	605.000	Computer Service: Management	\$ 439,739	\$ 13,743,232	\$ 14,182,971
208-20	629.591	Computer Service: Management w/Erie 1 BOCES	\$ 1,335	\$ 3,607,781	\$ 3,609,116
209-20	659.591	Policy Manual Services w/Erie 1 BOCES	\$ 1,932	\$ 143,262	\$ 145,194

These increases will be supported as follows:

201-20	401.000	Bradford: \$4,000
202-20	511.000	Addison: \$782, Alfred-Almond: \$701, Arkport: \$108, Avoca: \$56, Bath: \$2,309, Bradford: \$470, Campbell-Savona: \$58, Canaseraga: \$36, Canisteo-Greenwood: \$221, Corning: \$4,122, Elmira: \$3,121, Elmira Heights: \$1,761, Hammondsport: \$1,244, Hornell: \$1,714, Horseheads: \$8,059, Odessa-Montour: \$1,893, Prattsburgh: \$51, Spencer-Van Etten: \$1,277, Watkins Glen: \$1,578, Waverly: \$4,076, Misc. Revenue: (Chemung County: \$155, Steuben County: \$226, Town of Horseheads: \$114)
203-20	512.000	Campbell-Savona: \$29,500, Watkins Glen: \$300,000
204-20	550.591	Alfred-Almond: \$903, Arkport: \$2,400, Bath: \$10,714, Canaseraga: (\$160), Canisteo-Greenwood: \$21, Hammondsport: (\$275)
205-20	558.693	Elmira: \$545
206-20	588.495	Canisteo-Greenwood: \$16,636
207-20	605.000	Elmira: \$395,560, Misc. Revenue: (Autism/DASA/Save Trainings: \$2,044, E-RATE: \$42,135)
208-20	629.591	Alfred-Almond: (\$492), Arkport: \$4, Avoca: (\$112), Bath: \$589, Canaseraga: \$410, Canisteo-Greenwood: \$580, Hornell: \$19, Jasper-Troupsburg: \$337
209-20	659.591	Horseheads: \$1,932

### 3. Budget Decreases for 2019-2020

Item #	CoSer #	Title	Decrease	From	To
210-20	426.000	Exploratory Enrichment	\$ 4,000	\$ 145,606	\$ 141,606
211-20	525.000	Staff Development	\$ 1,133	\$ 1,144,546	\$ 1,143,413

These decreases will be supported as follows:

210-20	426.000	Bradford: (\$4,000)
211-20	525.000	Avoca: (\$1,133)

### 4. Transfers within programs for 2019-2020

- Report of all fund transfers for the period 3/1/2020-3/31/2020, as attached.
- 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>
701	O&M	A701-8010-200-2-00 Equip \$500-\$4999		\$ 5,000
		A701-8010-200-2-02 Equip \$500-\$4999		\$ 9,000
		A701-8010-200-3-00 Equip \$500-\$4999		\$ 5,421
		A701-8010-210-1-00 Lg Equip >\$5000	\$ 19,421	
		<b>Total</b>	<b>\$ 19,421</b>	<b>\$ 19,421</b>

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

### 1. Budget Increase for 2019-2020

- The Title 1, Part D, Neglected and Delinquent grant be increased in the amount of \$119 from \$38,335 to \$38,454 for the period of September 1, 2019 through August 31, 2020 due to the adjusted allocation of funds. Contract revision was received on February 12, 2020.

### 2. Budget Establishment for 2019-2020

- TABE (Test of Adult Basic Education) Schuyler County contract for services be accepted and the budget established in the amount of \$10,000 for the period of January 1, 2020 through December 31, 2020, as attached. Approval was received on March 11, 2020.

## **C. Purchasing**

- Approval of Resolution, as attached and revised, for the Installment Purchase Agreement for Laptops, Carts, Desktops, Monitors, Micro Stands, Promethean Panels and Miscellaneous Supplies in the amount of \$100,000 for the Odessa-Montour Central School District for a five-year term.
- Approval of Resolution, as attached and revised, for the Installment Purchase Agreement for Computers, Laptops, Chromebooks, iMacs, and Printers in the amount of \$325,000 for the Corning-Painted Post City School District for a four-year term.

3. Approval of Resolution, as attached, to participate in the cooperative gas bid (WFL 10/01/2020-09/30/2021) with Wayne-Finger Lakes BOCES for the Coopers and Wildwood Campuses.
4. Approval of Resolution, as attached, to participate in the cooperative electricity bid (WFL 01/01/2021-12/31/2021) with the Wayne-Finger Lakes BOCES for the Coopers and Wildwood Campuses.
5. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software and licensing packages for the 2019-2020 fiscal year.
6. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software and licensing packages for the 2020-2021 fiscal year.
7. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for purchase of products and licensing for the 2020-2021 fiscal year. This is for School Online Library Informational Databases (SOLID).
8. **Revised from 4/14/20 Board of Education Meeting, due to change in language per NYSED recommendation** – Approval of Resolution, as attached, for the Installment Purchase Agreement for iPads, charging cabinets, tablet computers, laptops and classroom audio systems in the amount of \$100,000 for the Addison Central School District for a three-year term.
9. **Revised from 4/14/20 Board of Education Meeting, due to change in language per NYSED recommendation** – Approval of Resolution, as attached, for the Installment Purchase Agreement for laptops in the amount of \$921,512.08 for the Elmira City School District for a four-year term.

#### **D. Funding of Retirement Contribution Reserve Fund**

1. RESOLVED, that there shall be placed in the Retirement Contribution Reserve Fund the sum of \$277,198, which is comprised of 1.50% of ERS salaries in the amount of \$257,485, plus the discount received for prepayment of the 2020 Employees' Retirement System Regular Pension Contribution in the amount of \$19,713.
2. RESOLVED, that pursuant to General Municipal Law, Section 6-r, there shall be transferred from the Retirement Contribution Reserve Fund to the Due to ERS Account the sum of \$15,500 to cover 1<sup>st</sup> quarter (4/1/20-6/30/20) of the 2021 Annual Invoice issued by the Employees' Retirement System.

#### **E. Adoption of the 2020-2021 Budget**

1. Adoption of the 2020-2021 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES budget in the total amount of \$106,981,658 comprised of the General Fund in the amount of \$105,081,658 and the Capital Budget in the amount of \$1,900,000.

**CARRIED UNANIMOUSLY**

6. **Personnel**

**20-098**

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

**A. Revised Retirement**

**1. Cindy Essick-Petric**

Position: Teacher Assistant  
Effective: from end of day June 29, 2020 to end of day June 30, 2020  
Date of Hire: November 9, 1998

**B. Retirements**

**1. Elizabeth Buckley**

Position: Teacher  
Effective: end of day June 30, 2020  
Date of Hire: September 4, 2007

**2. Kathleen Rathbun**

Position: Computer Applications Specialist  
Effective: end of day July 31, 2020  
Date of Hire: June 23, 2010

**3. Laurie Murphy**

Position: Teacher Aide  
Effective: end of day August 28, 2020  
Date of Hire: January 2, 2007

**C. Resignation**

**1. Ann Pirozzolo**

Position: School Business Executive  
Effective: end of day May 17, 2020  
Date of Hire: January 2, 2007  
Reason: other employment

**D. Mentoring Stipend**, first year, Stipend of \$1,100 per year

**1. Jeffrey Berdine** mentoring **Catherine Schuler**, effective February 1, 2020 through June 30, 2020

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

**1. Tammy A. Clark**

Position: Principal Account Clerk  
Permanent Date: May 13, 2020

**2. Joseph Seymour**

Position: Custodian  
Permanent Date: April 3, 2020

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

CARRIED UNANIMOUSLY

**7. Board Policy – First Reading**

This policy will be on the June agenda for second reading and approval.

**A.** New Policy #5505: Data Security and Privacy

**8. Board President's Report**

Board President Keddell asked Sarah Vakkas and Matt Talada about the instructional plan and how it is being executed. Sarah stated that teachers met to discuss moving forward virtually, technology needs were met for staff, and all moved forward very well. Matt said that a lot of hard work and creativity has universally been exceptional. For example, the three culinary arts teachers recorded lessons at home and then delivered food and materials to students so they could view the lessons and cook at home. Other CTE and Adult Education classes have recorded lessons and will continue to do so after returning to regular in-person classes. Teachers are engaging students through contests and activities, encouraging virtual attendance. Innovative ideas have been invaluable. Even the most technologically challenged staff members have stepped up to continue education. It is still a struggle to level the playing field where all students have the same access to internet and technology. Vice President Learn stated that this should be a high priority moving forward.

Stacy Saglibene reported an incredible level of work special education teachers are doing to meet the needs of special education students. Sarah said that BOCES has added additional professional development options for districts and we have had over 150 participants since March 17. This was accomplished by surveying districts on what their needs are during this time. Sarah also thanked Chuck Stefanini and his team for helping with technology needs and Ryan Wassink for handling Zoom and virtual needs.

Board Member Bulkley asked about utilizing technology and improving staff development. Is there a plan going forward after schools are reopened? Sarah answered that moving forward, our plan is to have the capability to provide in-person and virtual instruction.

President Keddell asked how we prepare for student issues resulting from stress of the current situation. Sarah reported that we are working with the Mental Health Association of New York State, CASEL, and SEL groups. Board Member Bulkley asked if there is a plan for continued social distancing. Jim said yes.

**9. Superintendent's Report**

District Superintendent Frame reported that we will plan for a September reopening, however, there is no clear guidance from the Governor on what we need to do.

Disinfecting, PPE, and social distancing are recommended but no plan has been provided on this. Also, reopening will be data driven by region.

Jim stated that there has been no clear direction on summer school, so GST has decided to plan for virtual summer school and extended school year programming.

Jim has been really demanding of Cabinet members for information when questions are asked by the state and they are all doing a fantastic job of providing information.

Jim and Cabinet are still individual addressing personnel issues and struggles from staff. The EAP service is being used and encouraging staff to contact them.

In regard to online learning and technology, Senator Gillibrand announced a call for a huge New York State online impetus of funds. Jim said that it is time to demand a different mindset from the state to level the playing field and provide access to all students. It's time to start looking at online access as a utility not just entertainment. Jim will put together an advocacy plan to move forward with making change in these areas.

Jim reported that financially, there has not been much of a financial impact on GST during the shutdown. At the Annual Meeting, the proposed budget was \$1.8 million. As of tonight's meeting and adoption of the 2020-2021 budget, that figure has dropped to \$1.06 million. However, BOCES is still seeing a two percent increase in services. Districts have decreased services in some areas but increased in others. BOCES has not received any requests for refunds from component districts for unused services. Right now, the component superintendents are working very well together and have formed a tight knit group for sharing information and helping each other.

Board President Keddell asked if there has been any discussion about a 12-month year or staggering school schedules. Jim said there has been some talk, but it costs money and it is not the time to focus on these types of changes.

Vice President Learn asked what the status is of the Board of Regents and Commissioner during all this. Are they still moving forward with hiring a new Commissioner? Jim said that the Governor has an education group and so does the Interim Commissioner. The Interim also sits on the Governor's committee. The Board of Regents are still moving forward with their search and hope to interview this summer.

## 10. **Adjournment**

**20-099**

Upon the motion of Wheeler, seconded by Peoples, it was resolved to adjourn the meeting at 6:34 p.m.

**CARRIED UNANIMOUSLY**

Respectfully Submitted,