

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

**REGULAR BOARD MEETING**

**TUESDAY, JANUARY 5, 2021**

Videoconference/Livestream

5:30 p.m.

**PRESENT VIA**

**VIDEO CONFERENCE:** Donald Keddell, Alice Learn, Neil Bulkley, Mark Lemmon, Matthew Maloney, William Peoples, Jr., Thomas Phillips, Gary Scott, Pamela Strollo, Robert Wheeler

**ALSO PRESENT:** District Superintendent James Frame; Brian Bentley, Patricia Cardona, Greg Dale, Beth Dryer, Doug Johnson, Vince Moschetti, 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 AND PLEDGE OF ALLEGIANCE**

Board President Keddell called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

**2. ACCEPTANCE OF THE AGENDA, WITH ADDENDA**

**21-064**

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

**CARRIED UNANIMOUSLY**

**3. PRIVILEGE OF THE FLOOR**

Vice President Learn recognized O&M for the video they posted on the BOCES website showing how buildings are sanitized. They did a great job. District Superintendent Frame addressed an email from Board Member Bulkley related to this, asking why the employee is not wearing personal protective equipment (PPE). The equipment and product is completely safe and is the same product used by all employees for sanitizing surfaces. President Keddell asked about if BOCES has taken additional measures in relation to quality air circulation. Brian Bentley stated that outside dampers have been opened on all equipment, virtually pressurizing the buildings. In addition, we are just in the process of receiving and installing MERV-13 filters.

**4. CONSENSUS ITEMS**

**21-065**

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

## **A. Approval of Minutes**

1. Regular Board Meeting – December 1, 2020

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

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

## **C. Internal Claims Auditor Reports – November 2020**

CARRIED UNANIMOUSLY

## **5. FINANCE**

**21-066**

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

### **A. General Fund Establishments and Adjustments**

#### **1. Budget Establishments for 2020-2021:**

Item #	CoSer#	Title	In the Amount of
088-21	302.494	Itinerant Handicap: Other w/Monroe 1 BOCES	\$ 1,870
089-21	416.494	Academic Program Spec. Fac. w/Monroe 1 BOCES	\$ 410
090-21	515.495	Computer Svc.: Instr. w/WFL BOCES	\$ 247
091-21	529.499	Printing w/CAEW BOCES	\$ 835
092-21	626.499	Public Info.: Central w/CAEW BOCES	\$ 185
093-21	678.391	Recruiting Svc. w/FEH BOCES	\$ 25,554

These establishments will be supported as follows:

088-21	302.494	Bath: \$1,870
089-21	416.494	Elmira: \$410
090-21	515.495	Hornell: \$247
091-21	529.499	Alfred-Almond: \$349, Bath: \$486
092-21	626.499	Alfred-Almond: \$55, Bath: \$130
093-21	678.391	Addison: \$25,554

#### **2. Budget Increases for 2020-2021:**

Item #	CoSer#	Title	Increase	From	To
094-21	101.000	CTE	\$ 36,009	\$ 17,862,229	\$ 17,898,238
095-21	403.003	Alternative Education – Secondary	\$ 27,998	\$ 2,516,037	\$ 2,544,035
096-21	414.000	Summer Online & Blended Learning	\$ 6,355	\$ 232,190	\$ 238,545
097-21	419.693	Acad. Prog.: Spec. Fac. w/TST BOCES	\$ 1,980	\$ 2,860	\$ 4,840
098-21	508.000	Library Services/Media	\$ 1,694	\$ 406,296	\$ 407,990
099-21	511.000	Printing	\$ 26,164	\$ 1,517,096	\$ 1,543,260
100-21	605.000	Comp. Svc.: Mgmt.	\$ 113,750	\$ 13,957,258	\$ 14,071,008
101-21	608.000	Labor Relations	\$ 8,876	\$ 334,792	\$ 343,668
102-21	617.000	School Food Management: Central	\$ 70,800	\$ 2,380,913	\$ 2,451,713
103-21	638.495	Cooperative Bidding Coordination w/WFL BOCES	\$ 4,332	\$ 27,405	\$ 31,737
104-21	671.592	Coord. Of Ins. Mgt. w/Questar III BOCES	\$ 3,290	\$ 8,650	\$ 11,940

These increases will be supported as follows:

094-21	101.000	CAEW BOCES: (Andover: \$11,012, Wellsville: \$22,024), GV BOCES: (Wayland-Cohocton: \$2,973)
095-21	403.003	CAEW BOCES: (Wellsville: \$24,668), GV BOCES: (Wayland-Cohocton: \$3,330)
096-21	414.000	WFL BOCES: (Naples: \$6,355)
097-21	419.693	Addison: \$550, Corning: \$550, Odessa-Montour: \$880
098-21	508.000	Alfred-Almond: \$3,000, Hornell: (\$2,821), Horseheads: \$1,515
099-21	511.000	Addison: \$1,205, Bath: \$2,246, Bradford: \$142, Campbell-Savona: \$869, Elmira: \$14,946, Elmira Heights: \$1,796, Hammondsport: \$766, Hornell: \$256, Horseheads: \$409, Odessa-Montour: \$883, Prattsburgh: \$167, Spencer-Van Etten: \$26, Watkins Glen: \$447, Waverly: \$1,294, Misc. Revenue: (Steuben County: \$42, Village of Horseheads: \$670)

100-21	605.000	Arkport: \$1,200, Bath: \$6,185, Watkins Glen: \$67,000, Albany BOCES: \$1,500, BT BOCES: \$1,500, Erie 2 BOCES: (Brocton: \$14,490), OCM BOCES: \$1,500, OMH BOCES: \$1,500, OU BOCES: (Marlboro: \$15,934), Misc. Revenue: (Autism/DASA/Save Trainings: \$2,691, Yates County: \$250)
101-21	608.000	Jasper-Troupsburg: \$8,876
102-21	617.000	Spencer-Van Etten: \$70,800
103-21	638.495	Addison: \$1,444, Alfred-Almond: \$1,444, Hammondsport: \$1,444
104-21	671.592	Horseheads: \$3,290

### 3. Budget Decreases for 2020-2021:

Item #	CoSer#	Title	Decrease	From	To
105-21	550.591	Computer Svc.: Instr. w/Erie 1 BOCES	\$ 10,381	\$ 1,842,262	\$ 1,831,881
106-21	629.591	Computer Svc.: Mgmt. w/Erie 1 BOCES	\$ 6,495	\$ 3,115,773	\$ 3,109,278

These decreases will be supported as follows:

105-21	550.591	Alfred-Almond: \$2,304, Arkport: (\$13,402), Avoca: \$1,591, Bath: (\$2,082), Campbell-Savona: \$1,171, Hammondsport: \$37
106-21	629.591	Alfred-Almond: \$306, Arkport: (\$100), Avoca: \$45, Bath: (\$65), Campbell-Savona: (\$913), Canisteo-Greenwood: (\$2,417), Hammondsport: (\$3,934), Hornell: (\$67), Prattsburgh: \$650

### 4. Transfers within programs for 2020-2021:

- a. Report of all fund transfers for the period 11/01/2020-11/30/2020, as attached.
- b. 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>
605	Computer Svc.: Mgmt.	A605-7710-160-9-00 N-I Salaries		\$ 10,900
		A605-7710-160-H-00 N-I Salaries		\$ 7,198
		A605-7710-160-I-00 N-I Salaries		\$ 27,000
		A605-7710-400-8-09 Contractual		\$ 5,000
		A605-7710-400-G-09 Contractual		\$ 13,552
		A605-7710-400-I-00 Contractual		\$ 8,706
		A605-7710-454-8-09 Photo Copying		\$ 25,000
		A605-7710-815-9-09 Social Security		\$ 1,404
		A605-7710-816-9-09 Health Ins		\$ 8,333
		A605-7710-160-2-00 N-I Salaries	\$ 5,739	
		A605-7710-160-G-00 N-I Salaries	\$ 13,552	
		A605-7710-200-8-09 Equip \$500-\$4999	\$ 3,185	
		A605-7710-205-8-09 Software	\$ 6,250	
		A605-7710-210-2-09 Lg Equip >\$5000	\$ 16,100	
		A605-7710-210-8-09 Lg Equip >\$5000	\$ 48,400	
		A605-7710-816-2-09 Health Ins	\$ 13,867	
		<b>Total</b>	<b>\$ 107,093</b>	<b>\$ 107,093</b>

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

### 1. Grant Acceptances and Budget Establishments for 2020-21:

- a. WIA Title II, Adult Basic Education and Literacy (ABE) grant accepted and the budget established in the amount of \$99,438 for the period July 1, 2020 through June 30, 2021, as attached. Approval was received on December 8, 2020.
- b. WIA Title II, Adult Education and Literacy (Literacy Zone) grant accepted and the budget established in the amount of \$124,298 for the period July 1, 2020 through June 30, 2021, as attached. Approval was received on December 8, 2020.

- c. STAC (Systems to Track and Account for Children) grant for services accepted and the budget established in the amount of \$275,000 for the period July 1, 2020 through June 30, 2021, as attached. Approval was received on December 2, 2020.

### **C. Purchasing**

1. Approval of Resolution, as attached, for the Installment Purchase Agreement for Desktop Computers, Laptops, and Peripheral Equipment in the amount of \$999,780, plus any additional fees, for the Elmira City School District for a four-year term.
2. Permission to issue an RFP for the following: (the RFP will be posted on the E-rate 470)
  - a. Dark fiber connections between GST Bush Campus Network Operations to Addison, Bradford, and Hammondsport CSD.
  - b. Dark fiber, Intra-district, connections for Corning City SD, including but not limited to point-to-point connections between Carder and Severn Elementary and Calvin and Winfield Elementary.
  - c. Dark fiber, Intra-district, connections for Elmira City SD, including but not limited to point-to-point connections between Broadway Academy and Transportation and Transportation to Coburn Elementary.
3. Permission to issue an RFP for the following: (the RFP will be posted on the E-rate 470)
  - a. Maintenance for some of the existing fiber infrastructure in the Elmira City SD and Corning City SD.

### **D. Corrective Action Plan**

1. Acceptance of the Corrective Action Plan for the 2019-2020 External Audit of the General Fund, as attached.

CARRIED UNANIMOUSLY

## **6. PERSONNEL**

**21-067**

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

### **A. Retirements**

#### **1. Samuel DiPaola**

Position:	Teacher, Auto Body
Effective:	end of day December 31, 2020
Date of Hire:	January 22, 1996

**2. Alexis Bartsch**

Position: Adult Program Counselor  
Effective: end of day January 25, 2021  
Date of Hire: December 11, 2000

**3. Carla Allen**

Position: Community Information Specialist  
Effective: end of day February 12, 2021  
Date of Hire: May 14, 1992

**B. Resignations**

**1. Julian Cliteur**

Position: Network Technology Specialist  
Effective: end of day December 17, 2020  
Date of Hire: September 30, 2019  
Reason: personal

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

**1. Melissa Manchester**

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12-month, position, Civil Service Competitive, **Probationary** appointment  
Effective: December 22, 2020  
Probationary Period: December 22, 2020 through December 21, 2021  
Civil Service List #: 63473  
Salary: \$16.89 per hour (Grade 9, Step 2)

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

**1. Laurie Sullivan-Sargent**

Position: Senior Account Clerk  
Permanent Date: December 30, 2020

**2. Jennifer Hamilton**

Position: Account Clerk  
Permanent Date: January 27, 2021

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

**1. Samantha Clair**

Position: School Social Worker  
Tenure Area: School Social Worker  
Effective Date of Tenure: January 31, 2021  
Certification Status: Provisional, January 31, 2017 through January 31, 2022

## **F. Appointments**

### **1. Stacey White**

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Civil Service List # 63473

Effective: December 7, 2020

Location: Bush Education Center – CBO

Education: High School Diploma, Horseheads Central School District

Probationary Period: December 7, 2020 through December 6, 2021

Experience: 10+ years' related work experience

Salary: \$17.42 per hour (Grade 9, Step 4)

Reason for Appt: due to a resignation

### **2. Laura Burdick**

Position: **Senior Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Civil Service List # 63473

Effective: December 21, 2020

Location: Bush Education Center – CBO

Education: Associate in Science, Business Administration, Lackawanna College

Probationary Period: December 21, 2020 through December 20, 2021

Experience: 11+ years' related work experience

Salary: \$17.42 per hour (Grade 9, Step 4)

Reason for Appt: due to an internal transfer

## **G. Amend Annual Temporary Appointment**

### **1. Mary Harris**

Position: **Coordinator for Academic All Stars**, 10-month position, **Temporary** appointment

Effective: July 1, 2020 through June 30, 2021

Location: Coopers Education Center

Certification: Permanent, Art, September 1, 1994

Salary: from \$9,500.00 per year **to \$10,000.00 per year**

Reason for Appt: for the coordination of regional Academic All Stars Competitions

## **H. Annual SKILLS USA Advisor Stipends**, effective September 3, 2020 through June 25, 2021, Stipend of \$1,322 each

### **1. Coopers Education Center**

- a. Jody Andrus**
- b. Burton Beebe**

## **I. Approval of the Attached Report Regarding Temporary and Substitute Personnel**

CARRIED UNANIMOUSLY

7. **BOARD POLICY – SECOND READING & APPROVAL**

**21-068**

Upon the recommendation of the Superintendent, and on the motion of Learn, seconded by Lemmon, it was resolved that the following policy is hereby approved:

**A. Policy #1120 – Public Access to Records Under Public Officers Law Article 6, as attached**

**CARRIED UNANIMOUSLY**

8. **BOARD PRESIDENT’S REPORT**

Board President Keddell asked where BOCES is at in offering new curriculum and essentials. District Superintendent Frame stated that it is a delicate balance. We are trying to introduce the opportunity for our superintendents and their teams to be reflective about their practices and trying to balance against the day to day of what districts are dealing with

A new initiative was just started with the superintendents on diversity training. We are working with Corning, Inc., who offered the training through their Diversity Office and has been well-received by their community. The superintendents met virtually with Luvelle Brown, Superintendent of Ithaca City School District, who has a national presence in diversity training, and Millicent Ruffin who coordinates the efforts through Corning, Inc. We are now working with Luvelle Brown to tailor the presentation to our needs.

Offerings through Instructional Support have been well attended. People are ready to focus on something other than COVID. Sarah Vakkas stated that timing of new content is important and it depends on where districts are at with COVID and if they are ready to start new offerings. We are currently offering office hours individually for teachers for call-in professional development and we are offering more after school classes.

Sarah said that Beth Dryer has a rollout plan for the culturally responsive sustaining education work. Beth reported that we have a new state initiative around civic readiness. Additionally, the reopening guidance requires that we have explicit conversations with educators and students about their experiences during COVID through social emotional learning woven into the curriculum. This helps to build resiliency and prepare for learning.

Board President Keddell asked Matt Talada if the numbers are still the same for the Career & Technical Education offerings. Matt said that we have been fortunate that these numbers have stayed relatively the same as in the past across all three campuses.

Board President Keddell asked Sarah Vakkas about P-TECH recruitments for next year’s ninth grade class. Sarah replied that we are not currently recruiting as in the past. Most of our districts want us to hold off on this or do it virtually. No slots have been reduced for next year.

Board Member Scott asked who is responsible for student assessment and what students are losing as a result of virtual or hybrid learning. District Superintendent Frame said that the teacher student relationship is so important right now in assessing where students are in their learning. Some districts are making gains during this time, while others are struggling. Sarah Vakkas agreed and said that it comes down to teachers assessing the skills that need to be covered and determining where students are individually. It's going to lead to more individualized instructional practices.

## **9. SUPERINTENDENT'S REPORT**

District Superintendent Frame reported the following:

- BOCES is open for students on all three campuses. It is each district's decision to send students.
- Conversations have started on teachers and students getting COVID vaccinations. The vaccine has not been approved for children under the age of 16.
- Sally Deane-Moshier, principal at Wildwood, will be taking a position as a Staff Development Coordinator. Sam Gauss will take over as principal at Wildwood.
- Jasper-Troupsburg has promoted from within and appointed LeeAnne Jordan as Superintendent.
- Jim is working with the Campbell-Savona Board of Education on their superintendent search.
- There is not a lot of new information from the state level. SED is currently in a reactionary position.

## **EXECUTIVE SESSION**

**21-069**

Upon the motion of Bulkley, seconded by Maloney, it was resolved to move to Executive Session at 6:16 p.m. to discuss thirteen (13) employment histories of particular persons.

CARRIED UNANIMOUSLY

## **OPEN SESSION**

**21-070**

Upon the motion of Learn, seconded by Strollo, it was resolved to move to Open Session at 6:32 p.m.

CARRIED UNANIMOUSLY

## **PERSONNEL**

**21-071**

Upon the recommendation of the Superintendent, and on the motion of Scott, seconded by Bulkley, it was resolved to approve the resignation of Ronald Gross, Teacher, effective January 18, 2021.

CARRIED UNANIMOUSLY

Board Member Bulkley offered words of support to Board Member Peoples who is currently being treated for a health issue.



10. **ADJOURNMENT**

**21-072**

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

**CARRIED UNANIMOUSLY**

Respectfully Submitted,

ket  
January 8, 2021

Kathleen E. Taylor  
Board Clerk