

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

REGULAR BOARD MEETING

Videoconference/Livestream

TUESDAY, MAY 11, 2021

5:30 p.m.

PRESENT VIA

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

EXCUSED: William Peoples, Jr.

ALSO PRESENT: District Superintendent James Frame; Brian Bentley, Patricia Cardona, Greg Dale, Beth Dryer, Doug Johnson, Tracy Loukopoulous, Vince Moschetti, Stacy Saglibene, Rob Sherburne, Chuck Stefanini, Sarah Vakkas; Board Clerk Kate Taylor; Jeff Matteson

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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.

Board President Keddell asked for a moment of silence in memory of Board Member Peoples who passed away today, peacefully at home.

2. ACCEPTANCE OF THE AGENDA, WITH ADDENDA

21-108

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

CARRIED UNANIMOUSLY

3. PRIVILEGE OF THE FLOOR

None.

4. CONSENSUS ITEMS

21-109

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 – April 13, 2021

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – February 2021 (revised)
2. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – March 2021
3. Student Activities – Bush Education Center – 1/1/2021-3/31/2021
4. Student Activities – Coopers Education Center – 1/1/2021-3/31/2021
5. Student Activities – Wildwood Education Center – 1/1/2021-3/31/2021 (revised)

C. Internal Claims Auditor Reports – March 2021

CARRIED UNANIMOUSLY

5. FINANCE

21-110

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

A. General Fund Establishments and Adjustments

1. Budget Establishments for 2020-2021:

Item #	CoSer #	Title	In the Amount of
187-21	554.494	School Curriculum w/Monroe 1 BOCES	\$ 354

These establishments will be supported as follows:

187-21	554.494	Avoca: \$11, Watkins Glen: \$343
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2. Budget Increases for 2020-2021:

Item #	CoSer #	Title	Increase	From	To
188-21	221.494	Staffing 1:12:3 w/Monroe 1 BOCES	\$ 9,485	\$ 110,582	\$ 120,067
189-21	251.493	Staffing 1:6:1 w/GV BOCES	\$ 36,048	\$ 12,016	\$ 48,064
190-21	416.494	Acad. Prog.: Spec. Fac. w/Monroe 1 BOCES	\$ 2,194	\$ 1,204	\$ 3,398
191-21	419.693	Acad. Prog.: Spec. Fac. w/TST BOCES	\$ 1,760	\$ 6,820	\$ 8,580
192-21	511.000	Printing	\$ 35,205	\$ 1,605,391	\$ 1,640,596
193-21	512.000	Comp. Svc.: Instr.	\$ 61,901	\$ 5,288,332	\$ 5,350,233
194-21	525.000	Staff Development	\$ 13,900	\$ 702,055	\$ 715,955
195-21	562.493	School/Curr. w/GV BOCES	\$ 420	\$ 128,470	\$ 128,890
196-21	579.492	Staff Development: Other w/Erie 2 BOCES	\$ 23,870	\$ 20,405	\$ 44,275
197-21	605.000	Comp. Svc.: Mgmt.	\$ 38,306	\$ 14,477,406	\$ 14,515,712
198-21	629.591	Comp. Svc.: Mgmt. w/Erie 1 BOCES	\$ 106,205	\$ 3,205,485	\$ 3,311,690
199-21	646.491	Comp. Svc.: Mgmt. w/Nassau BOCES	\$ 3,832	\$ 73,332	\$ 77,164

These increases will be supported as follows:

188-21	221.494	Canistota-Greenwood: \$9,485
189-21	251.493	Avoca: \$36,048
190-21	416.494	Addison: \$333, Bath: \$1,614, Corning: \$90, Hornell: \$156
191-21	419.693	Corning: \$330, Horseheads: \$880, Odessa-Montour: \$440, Waverly: \$110
192-21	511.000	Addison: \$1,515, Alfred-Almond: \$844, Arkport: \$391, Bath: \$61, Bradford: \$447, Campbell-Savona: \$1,211, Elmira: \$17,173, Elmira Heights: \$1,884, Hammondsport: \$793, Hornell: \$378, Horseheads: \$2,361, Odessa-Montour: \$2,042, Prattsburgh: \$193, Spencer-Van Etten: \$662, Watkins Glen: \$803, Waverly: \$4,233, Misc. Revenue: (Steuben County: \$53, St. Mary Our Mother: \$161)
193-21	512.000	Elmira: \$50,100, Horseheads: \$15,925, Spencer-Van Etten: \$21,815, Watkins Glen: (\$25,939)
194-21	525.000	Elmira: \$13,900
195-21	562.493	Hornell: \$420
196-21	579.492	Canistota-Greenwood: \$20,570, Spencer-Van Etten: \$3,300
197-21	605.000	Watkins Glen: \$25,939, WSWHE BOCES: (Warrensburg: \$7,573), Misc. Revenue: (Autism/DASA/Save Trainings: \$4,584, Notre Dame: \$210)
198-21	629.591	Alfred-Almond: \$12,330, Arkport: \$170, Avoca: \$4,518, Bath: \$3,528, Campbell-Savona: \$42,906, Canaseraga: \$5,641, Canistota-Greenwood: \$887, Hammondsport: \$65, Hornell: \$33,769, Jasper-Troupsburg: \$2,392
199-21	646.491	Corning: \$3,991, Hornell: (\$160)

3. Budget Decreases for 2020-2021:

Item #	CoSer #	Title	Decrease	From	To
200-21	550.591	Comp. Svc., Instr. w/ Erie 1 BOCES	\$ 15,994	\$ 2,055,806	\$ 2,039,812
201-21	593.497	School/Curr. Improv. Planning w/CO BOCES	\$ 21,118	\$ 21,118	\$ -
202-21	612.000	Central Business Office	\$ 27,385	\$ 3,876,722	\$ 3,849,337
203-21	631.694	Comp. Svc., Mgmt. w/Eastern Suffolk BOCES	\$ 13,556	\$ 33,549	\$ 19,993
204-21	670.494	Comp. Svc., Mgmt. w/Monroe 1 BOCES	\$ 896	\$ 118,500	\$ 117,604

These decreases will be supported as follows:

200-21	550.591	Alfred-Almond: (\$12,723), Avoca: \$114, Bath: \$97, Campbell-Savona: \$2,372, Canaseraga: (\$3,006), Canisteo-Greenwood: \$27, Hammondsport: \$724, Hornell: (\$3,655), Jasper-Troupsburg: (\$56)
201-21	593.497	Watkins Glen: (\$21,118)
202-21	612.000	Horseheads: (\$27,385)
203-21	631.694	Horseheads: (\$13,556)
204-21	670.494	Watkins Glen: (\$896)

4. Transfers within programs for 2020-2021:

- a. Report of all fund transfers for the period 3/1/2021-3/31/2021, 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 Svc.: Mgmt.	A605-7710-160-C-00 N-I Salaries		\$ 8,243
		A605-7710-164-B-09 N-I OT/Extra Work		\$ 910
		A605-7710-200-O-00 Equip \$500-\$4999		\$ 22,000
		A605-7710-300-9-09 Supplies		\$ 2,500
		A605-7710-300-B-09 Supplies		\$ 10,493
		A605-7710-400-7-09 Contractual		\$ 14,321
		A605-7710-400-B-09 Contractual		\$ 3,500
		A605-7710-400-E-00 Contractual		\$ 4,214
		A605-7710-400-U-09 Contractual		\$ 11,450
		A605-7710-458-O-00 Staff Dev		\$ 9,606
		A605-7710-814-9-09 Disability		\$ 115
		A605-7710-816-C-09 Health Ins		\$ 10,517
		A605-7710-210-7-09 Lg Equip >\$5000	\$ 40,106	
		A605-7710-210-B-09 Lg Equip >\$5000	\$ 10,493	
		A605-7710-210-U-09 Lg Equip >\$5000	\$ 11,450	
		A605-7710-400-2-09 Contractual	\$ 35,820	
		Total	\$ 97,869	\$ 97,869
705	Computer Svc.: Admin.	A705-7710-816-0-09 Health Ins		\$ 29,966
		A705-7710-210-0-09 Lg Equip >\$5000	\$ 29,966	
		Total	\$ 29,966	\$ 29,966

B. Purchasing

1. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by Erie 1 BOCES for software/learning packages and licensing, including but not limited to: idesign Solution, Learning Sciences, Breakout EDU and SAVVAS.
2. Approval of Resolution, as attached, to participate in the cooperative gas bid (WFL 10/01/2021-09/30/2022) with Wayne-Finger Lakes BOCES for the Coopers and Wildwood Campuses.
3. Approval of Resolution, as attached, to participate in cooperative bidding with Eastern Suffolk BOCES for generally needed services and standardized supplies and equipment.

4. Permission to bid paper for the GST BOCES Print Shop.
5. Approval of Resolutions, as attached, to participate in cooperative bidding for the purchase of equipment, supplies and contract items with Delaware-Chenango-Madison-Otsego BOCES (DCMO BOCES) for the 2021-2022 fiscal year.

C. Adoption of the 2021-2022 Budget

1. Adoption of the 2021-2022 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES budget in the total amount of \$109,087,037 comprised of the General Fund in the amount of \$107,087,037 and the Capital Budget in the amount of \$2,000,000.

D. Funding of Retirement Contribution Reserve Fund

1. RESOLVED, that there shall be placed in the Retirement Contribution Reserve Fund the sum of \$272,431, which is comprised of 1.50% of ERS salaries in the amount of \$253,109, plus the discount received for prepayment of the 2021 Employees' Retirement System Regular Pension Contribution in the amount of \$19,322.
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 \$75,000 to cover 1st quarter (4/1/21-6/30/21) of the 2022 Annual Invoice issued by the Employees' Retirement System.

E. Authorization to Pay the Following Membership Dues

1. National School Boards Association dues in the amount of \$2,700 for the 2021-2022 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

F. Open Petty Cash Fund

1. Approve the opening of the GST BOCES Grants Services Petty Cash Fund in the amount of \$100. Danielle Lambert will be the custodian.

G. 2020-2021 Internal Audit Report

1. Acceptance of the 2020-2021 Internal Audit Report, as attached.

CARRIED UNANIMOUSLY

6. PERSONNEL

21-111

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

A. Retirements

1. Joseph Scaptura

- | | |
|---------------|----------------------------|
| Position: | Teacher, Special Education |
| Effective: | end of day June 25, 2021 |
| Date of Hire: | September 1, 1989 |
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- | | |
|---------------------------|----------------------------|
| 2. Ronilyn Sunzeri | |
| Position: | Teacher, Special Education |
| Effective: | end of day June 30, 2021 |
| Date of Hire: | September 6, 1988 |
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- | | |
|-------------------------|-------------------------------|
| 3. Lucinda Adams | |
| Position: | Computer Services Coordinator |
| Effective: | end of day June 30, 2021 |
| Date of Hire: | December 13, 2010 |
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- | | |
|--------------------------|---------------------------|
| 4. Maurice Mullen | |
| Position: | Health and Safety Trainer |
| Effective: | end of day July 8, 2021 |
| Date of Hire: | July 2, 2007 |

B. Resignations

- | | |
|-------------------------|---------------------------|
| 1. Emily Crocker | |
| Position: | Teacher Aide |
| Effective: | end of day April 26, 2021 |
| Date of Hire: | November 6, 2019 |
| Reason: | personal reasons |
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- | | |
|-----------------------------|-------------------------------|
| 2. Marshall Franklin | |
| Position: | Network Technology Specialist |
| Effective: | end of day May 12, 2021 |
| Date of Hire: | August 20, 2007 |
| Reason: | other employment |
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- | | |
|--------------------------|--|
| 3. Erin Schiavone | |
| Position: | Assistant Principal, Career and Technical Education |
| Effective: | end of day May 14, 2021 |
| Date of Hire: | July 13, 2009 |
| Reason: | to accept the position of Principal, Career and Technical Education with GST BOCES, effective May 17, 2021 |
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- | | |
|-------------------------|-------------------------|
| 4. Angela Rogers | |
| Position: | Accountant (School) |
| Effective: | end of day June 1, 2021 |
| Date of Hire: | July 29, 2019 |
| Reason: | other employment |

C. Salary Change

- | | |
|-----------------------------|----------------------|
| 1. Elizabeth Burgess | |
| Position: | Senior Account Clerk |

Salary: increased from \$16.89 per hour (Grade 9, Step 2) to **\$17.42 per hour (Grade 9, Step 4)**
Effective: April 1, 2021
Reason: correction in Step placement

D. Change in Civil Service Appointment

1. Anthony Caviness

Position: Computer Programmer Analyst Trainee to **Computer Programmer Analyst**, full-time (1.0 FTE), 12-month position, Competitive Civil Service, **Permanent** appointment
Effective: September 23, 2020
Location: Bush Education Center
Education: High School Diploma, Boulder Valley School District, Colorado
Experience: 6+ years' related work experience
Salary: \$37,496.00 per year, prorated
Reason for Appt: promotion to new title follows without further examination upon successful completion of the traineeship period

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

1. April Krug

Position: **Computer Applications Specialist**, full-time (1.0 FTE), 12-month position, Civil Service Competitive, **Probationary** appointment
Effective: April 6, 2021
Probationary Period: April 6, 2021 through April 5, 2022
Civil Service List #: 21263
Salary: \$41,087.93 per year, prorated (Grade 13, Step 3)

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

1. Alexis Allsopp

Position: Teacher Aide
Permanent Date: May 8, 2021

2. Christine Elliott

Position: Physical Therapist
Permanent Date: May 12, 2021

3. Ashley Coon

Position: Licensed Practical Nurse
Permanent Date: May 14, 2021

4. Kathryn Paterson

Position: Career Education Resource Specialist
Permanent Date: May 25, 2021

G. Creation of Position

1. **Teacher Aide**, one full-time (1.0 FTE), 10-month, school calendar position, effective April 13, 2021, due to the increase in districts' requests for services

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

1. Mallary Scheepsma

Position:	Teaching Assistant , Special Education, full-time (1.0 FTE), 10-month, school calendar position, Probationary appointment
Effective:	April 2, 2021
Location:	Broadway Elementary, Elmira City School District
Tenure Area:	Teaching Assistant
Certification:	Level 1, Teaching Assistant, April 2, 2021 through August 31, 2024
Probationary Period:	April 2, 2021 through April 1, 2025
Salary:	\$32,384.00 per year, prorated (Step 1 + Credit Hours Stipend)

I. Appointments

1. Erin Schiavone

Position:	Principal, Career and Technical Education , full-time (1.0 FTE), 12-month position, Probationary appointment
Effective:	May 17, 2021
Location:	Bush Education Center
Education:	Master of Science, Education, SUNY Cortland
Tenure Area:	Principal
Certification:	Professional, School Building Leader, December 16, 2020
Probationary Period:	May 17, 2021 through May 16, 2025
Experience:	3+ years' related work experience
Salary:	\$84,000.00 per year, prorated
Reason for Appt:	due to an internal transfer

2. Melissa Merrill

Position:	Cook Manager , full-time (1.0 FTE), 10-month, school calendar position, Non-Competitive Civil Service, Probationary appointment
Effective:	May 10, 2021
Location:	Odessa-Montour, Watkins Glen and Dundee Central School Districts
Education:	High School Diploma, Horseheads Central School District
Probationary Period:	May 10, 2021 through September 26, 2022
Experience:	5+ years' related experience
Salary:	\$31,500.00 per year, prorated
Reason for Appt:	due to an internal transfer

3. Ashley Saltsman

Position: **Teacher Aide**, full-time (1.0 FTE), 10-month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment

Effective: April 13, 2021

Location: Cohen Elementary, Elmira Heights Central School District

Education: High School Diploma, Corning-Painted Post Area School District

Probationary Period: April 13, 2021 through June 21, 2022

Experience: no related work experience

Salary: \$12.50 per hour

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

4. Michelle Carapella

Position: **Assistant Principal, Career and Technical Education**, full-time (1.0 FTE), 12-month position, **Probationary** appointment

Effective: May 24, 2021

Location: Bush Education Center

Education: Master of Science, Special Education, Mansfield University

Tenure Area: Assistant Principal

Certification: Initial, School Building Leader, March 12, 2020 through August 31, 2025

Probationary Period: May 24, 2021 through May 23, 2025

Experience: Extended School year related experience

Salary: \$72,000.00 per year, prorated

Reason for Appt: due to an internal transfer

5. Chad Johnson

Position: **Assistant Principal, Career and Technical Education**, full-time (1.0 FTE), 12-month position, **Probationary** appointment

Effective: June 14, 2021

Location: Bush Education Center

Education: Certificate of Advanced Study, Educational Leadership, SUNY Oswego

Tenure Area: Assistant Principal

Certification: Professional, School District Leader, August 29, 2020

Probationary Period: June 14, 2021 through June 13, 2025

Experience: no related work experience

Salary: \$72,000.00 per year, prorated

Reason for Appt: due to an internal transfer

6. Brad Yackel

Position: **Director of Facilities III**, full-time (1.0 FTE), 12-month position, Competitive Civil Service, **Probationary** appointment, Civil Service List 26536

Effective: June 1, 2021

Location: GST BOCES Region

Education: Bachelor of Science, Organizational Management,
Keuka College
Probationary Period: June 1, 2021 through May 31, 2022
Experience: 17 years' related experience
Salary: \$85,000.00 per year, prorated
Reason for Appt: due to a retirement

- J. **Medicaid Oversight Stipend**, Stipend of \$881.00 per year, prorated, effective February 11, 2021 through June 25, 2021

1. **Christine Elliott, Physical Therapist**

- K. **Mentoring Stipend**, first year, Stipend of \$1,102 per year, prorated

1. **Kelly Bracken** mentoring **Stephanie Hostrander**, effective May 3, 2021 through June 25, 2021

- L. **Approval of the Attached Report Regarding Temporary and Substitute Personnel**

- M. **Approval of the Attached Report Regarding GST BOCES Additional Compensation for 2020-2021, effective May 11, 2021**

- N. **Resolved, that the salaries of Non-Unit Employees who began working before April 1, 2021, shall be increased for the 2021-2022 school year by 2.95%, effective July 1, 2021**

CARRIED UNANIMOUSLY

7. **OTHER BUSINESS**

21-112

Upon the recommendation of the Superintendent, and on the motion of Wheeler, seconded by Bulkley, the following was approved:

- A. **Public Employer Health Emergency Plan for Greater Southern Tier BOCES, as attached**

CARRIED UNANIMOUSLY

21-113

Upon the recommendation of the Superintendent, and on the motion of Bulkley, seconded by Lemmon, the following was approved:

- B. **SSCTA BOCES School Library System (SLS) Five-Year Library System Plan of Service 2021-2026**

CARRIED UNANIMOUSLY

8. **BOARD PRESIDENT'S REPORT**

Board President Keddell reported that 10% of the American Recuse Plan (ARP) funds are dedicated to extended school year learning. He is hoping to have parent options added to the website for summer learning.

Board Member Phillips would like to see the Board look at the component rural schools and assist in building community relations or provide support. Sarah Vakkas explained that this initiative (Community Schools planning) had started to take place last year and was put on hold due to COVID. There is a committee that met and reviewed resources. Additionally, Sarah reported that First Transit contacted BOCES and has offered to provide transportation to students who need it so they can attend summer camps.

9. SUPERINTENDENT'S REPORT

District Superintendent Frame reported the following:

- Jim, Greg Dale, and Brian Bentley are working on a plan to build a 20-acre solar field at the Bush Campus. They are currently at the stage of putting out an RFP for an energy performance contract. Brian stated that this is a great opportunity for BOCES and will reduce energy costs for the Bush Campus. Board President Keddell said this will also provide a great learning opportunity for students.
- An agreement is being finalized with a forester to timber approximately 100 acres at the Coopers Campus.

EXECUTIVE SESSION

21-114

Upon the motion of Learn, seconded by Strollo, it was resolved to move to Executive Session at 6:08 p.m. to discuss four (4) employment histories of particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION

21-115

Upon the motion of Bulkley, seconded by Learn, it was resolved to move to Open Session at 6:36 p.m.

CARRIED UNANIMOUSLY

PERSONNEL ADDENDUM

21-116

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

Resignations

Vanessa Allen

Position: Food Service Helper
Effective: May 13, 2021
Date of Hire: January 9, 2012
Reason: personal reasons

Bridget Henshaw

Position: Teacher, Integrated Science
Effective: June 1, 2021
Date of Hire: October 21, 2019
Reason: personal reasons

CARRIED UNANIMOUSLY

Greg Dale informed the Board of a slight correction to the Additional Compensation Schedule.

10. **ADJOURNMENT**

21-117

Upon the motion of Strollo, seconded by Bulkley, it was resolved to adjourn the meeting at 6:39 p.m.

CARRIED UNANIMOUSLY

Respectfully Submitted,

ket
May 14, 2021

Kathleen E. Taylor
Board Clerk
