

**Schuyler-Steuben-Chemung-Tioga-Allegany  
Board of Cooperative Educational Services**  
9579 Vocational Drive, Painted Post, New York 14870-9518  
Phone (607) 962-3175, 739-3581 or 324-7880 Fax (607) 654-2302

**APPROVED 2/07/12**

<b>Regular Board Meeting</b>	<b>January 3, 2012</b>
<b>Coopers Education Center, Bldg. 8</b>	<b>5:30 p.m.</b>

**PRESENT:** Apgar, Bleiler, Everett, Keddell, Moss, Peoples and Scott.

**ABSENT:** Dickson, Gorman, McConnell and Weyand.

**ALSO PRESENT:** District Superintendent Graefe; Directors: Bentley, Drake, Heher, Johnson, Manning, Moschetti, Munson, Pierce and Spencer; BOCES Staff: Linda Haley (D: 5:58 p.m.); Board Clerk: Hughson.

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**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Board Vice President Everett called the meeting to order and led the pledge of allegiance at 5:30 p.m.

**2. PRIVILEGE OF THE FLOOR**

None.

**3. ACCEPTANCE OF THE AGENDA WITH REVISION TO ITEM 5-C 2**

**12-062**

Upon the motion of Moss, seconded by Apgar, it is resolved to accept the agenda with its revision.

**CARRIED UNANIMOUSLY**

**7. PROGRAMS**

**A. Special Education presentation regarding IPADS**

Ms. Drake introduced Linda Haley, Teacher of the Blind and Visually Impaired. Ms. Haley shared information through a Powerpoint presentation regarding IPAD usage in the BOCES' Blind and Visually Impaired programs.

**4. CONSENSUS ITEMS**

**12-063**

Upon the motion of Scott, seconded by Keddell, it is resolved to approve the following Consensus Items:

**A. Approval of Minutes**

1. Regular Board Meeting – December 6, 2011

**B. Treasurer's Reports – November 2011**

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

**C. Internal Claims Auditor's Reports – November 2011 as attached****CARRIED UNANIMOUSLY****5. FINANCE****12-064**

Upon the recommendation of the Superintendent, and on the motion of Apgar, seconded by Bleiler, it is resolved that the following finance actions are hereby taken:

**A. General Fund Establishments and Adjustments.****1. Budget Establishments for 2011-12:**

Item#	CoSer #	Title	In the Amount of
080-12	311.692	Chinese w/ Oneida-Herkimer-Madison BOCES	\$7,500
081-12	406.693	Equivalent Attendance w/ TST BOCES	\$1,377
082-12	419.693	Academic Programs, Special Facilities w/ TST	\$ 680
083-12	432.495	Distance Learning w/ Wayne Finger Lakes BOCES	\$ 210
084-12	554.494	School Imp. Planning w/ Monroe #1	\$ 795

These establishments will be supported as follows:

080-12	311.692	Addison-\$7,500
081-12	406.693	Spencer-Van Etten-\$1,377
082-12	419.693	Elmira-\$340 and Watkins Glen-\$340
083-12	432.495	Odessa-Montour-\$210
084-12	554.494	Bath-\$397 and Horseheads-\$398

**2. Budget Increases for 2011-12:**

Item #	CoSer #	Title	Increase	From	To
085-12	401.000	Arts in Education	\$ 360	\$ 384,693	\$ 385,053
086-12	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 1,830	\$ 1,343	\$ 3,173
087-12	506.000	Curriculum Development	\$ 13,004	\$ 728,671	\$ 741,675
088-12	525.000	Staff Development	\$ 99,034	\$ 866,115	\$ 965,149
089-12	548.596	School/Curr.Imp. Planning w/ Albany BOCES	\$ 1,125	\$ 2,675	\$ 3,800
090-12	627.495	Staff Development: Clerical w/ WFL BOCES	\$ 420	\$ 1,370	\$ 1,790

These increases will be supported as follows:

085-12	401.000	Waverly-\$360
086-12	416.494	Alfred-Almond-\$292 and Corning-\$1,538
087-12	506.000	Arkport-\$13,004
088-12	525.000	Campbell Savona-\$28,026, Horseheads-\$28,026 and Spencer Van Etten-\$42,982
089-12	548.596	Elmira Heights-\$750 and Odessa-Montour \$375
090-12	627.495	Avoca-\$420

**3. Budget Decreases for 2011-12:**

Item #	CoSer #	Title	Decrease	From	To
091-12	403.003	Alternative Education - Secondary	\$133,098	\$1,435,557	\$1,302,459

These decreases will be supported as follows:

091-12	403.003	Addison-(\$47,535), Bath-(\$76,056), Bradford-\$19,014, Canaseraga-\$9,507, Canisteo-Greenwood-(\$38,028), Corning-\$9,507, Hammondsport-(\$19,014), Spencer-Van Etten-\$47,535 and Waverly-(\$38,028)
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**4. Transfers within programs for 2011-12:****a. 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>
205	Special Class: S/P Ratio 1:15	A205-4210-400-0-00 Contract		\$4,000
		A205-4210-440-0-00 Consultant		\$5,000

		A205-4210-300-5-02 Supplies		\$3,000
		A205-4210-200-0-00 Equipment	\$11,000	
		A205-4210-204-0-00 Small Equipment	\$1,000	
		<b>TOTAL</b>	<b>\$12,000</b>	<b>\$12,000</b>
209	Special Class: S/P Ratio 1:8:1	A209-4235-440-0-00 Consultant		\$63,000
		A209-4235-200-6-00 Equipment	\$40,000	
		A209-4235-204-6-00 Small Equipment	\$7,000	
		A209-4235-303-6-00 Textbooks	\$5,000	
		A209-4235-400-6-00 Contract	\$11,000	
		<b>TOTAL</b>	<b>\$63,000</b>	<b>\$63,000</b>
216	Special Class: S/P Ratio 1:6:1	A216-4230-440-0-00 Consultant		\$27,500
		A216-4230-200-0-00 Equipment	\$18,000	
		A216-4230-204-0-00 Small Equipment	\$500	
		A216-4230-304-0-00 Curr. Materials	\$2,000	
		A216-4230-400-0-00 Contract	\$7,000	
		<b>TOTAL</b>	<b>\$27,500</b>	<b>\$27,500</b>
217	Special Class: S/P Ratio 1:6:1	A217-4230-240-3-00 Small Equipment		\$500
		A217-4230-440-0-00 Consultant		\$18,619
		A217-4230-406-0-00 Misc. Reserve		\$5,048
		A217-4230-819-0-00 HRA		\$2,600
		A217-4230-204-7-00 Small Equipment	\$462	
		A217-4230-204-0-00 Small Equipment	\$588	
		A217-4230-205-0-00 Software	\$640	
		A217-4230-300-2-01 Supplies & Mat.	\$400	
		A217-4230-300-7-00 Supplies & Mat.	\$200	
		A217-4230-300-7-07 Supplies & Mat.	\$83	
		A217-4230-300-7-11 Supplies & Mat.	\$18	
		A217-4230-347-0-00 Auto Expenses	\$1,025	
		A217-4230-400-0-00 Contract	\$7,031	
		A217-4230-404-0-00 Printing Expense	\$122	
		A217-4230-411-0-00 Telephone	\$1,650	
		A217-4230-454-0-00 Photo Copying	\$418	
		A217-4230-490-0-00 Other	\$6,400	
		School/BOCES		
		A217-4230-801-0-00 Attendance Incentive	\$5,048	
		A217-4230-822-0-00 HRA Administration	\$121	
		A217-4230-824-0-00 Dental Insurance	\$2,561	
		<b>TOTAL</b>	<b>\$26,767</b>	<b>\$26,767</b>
612	Business Office Support (CBO)	A612-7017-160-0-01 N-I Salaries		\$10,000
		A612-7017-816-0-09 Health Insurance		\$10,476
		A612-7017-163-0-09 N-I Stipend	\$10,000	
		A612-7017-824-0-09 Dental Insurance	\$10,476	
		<b>TOTAL</b>	<b>\$20,476</b>	<b>\$20,476</b>
732	1:1 Aides-Multiple Options	A732-4220-819-0-00 HRA		\$13,900
		A732-4220-816-0-00 Health Ins.		\$3,117
		A732-4220-813-0-00 NYS ERS		\$14,000
		A732-4220-824-0-00 Dental Ins.	\$16,404	
		A732-4220-821-0-00 Vision Ins.	\$613	
		A732-4220-456-0-00 Mileage	\$14,000	
		<b>TOTAL</b>	<b>\$31,017</b>	<b>\$31,017</b>

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

### **1. Budget Establishments for 2011-12:**

- a. Southern Tier SciFair and Cyber Civ budget is established in the amount of \$69,004.75 for the period July 1, 2011 to June 30, 2012. This is the rollover amount from 2010-2011.

### **2. Grant Acceptances and Budget Establishments for 2011-12:**

- a. Regional Special Education Technical Assistance Support Centers (RSE-TASC Part I) Grant is accepted and the budget established in the amount of \$675,019 for the period July 1, 2011 through June 30, 2012 as attached.

- b. Regional Special Education Technical Assistance Support Centers (RSE-TASC Part II) Grant is accepted and the budget established in the amount of \$403,499 for the period July 1, 2011 through June 30, 2012 as attached.
- c. Southern Tier Teacher Center Network Grant is accepted and the budget established in the amount of \$3,580 for the period July 1, 2011 through June 30, 2012 as attached. Approval was received October 18, 2011.

**C. Purchasing.**

- 1. Request permission to bid the following items:
  - a. Permission to bid the 2012 Capital Project work. The project consists of work at the following buildings and sites.

Pauline G. Bush Campus (Elmira)

- 1. Building #5 – New Paint Booth
- 2. Buildings #5 & #6 – New Classroom Addition

Coopers Campus (Painted Post)

- 1. Campus – Stair and Sidewalk Replacement
- 2. Campus – Upgrade Existing Septic System
- 3. Building 5 (alternate) – Roof Replacement
- 4. Building 6 (alternate) – Roof Replacement

- 2. Authorization to purchase administrative and instructional computers not to exceed \$500,000 plus related borrowing fees for the Elmira City School District financed by First Niagara Leasing, Inc. pursuant to the Cooperative Annual Equipment Agreement, resolution attached.
- 3. Request permission to sell BOCES fleet vehicle-2001 Freightliner Bus–Yellow.

**D. Authorization to pay the following membership dues:**

- 1. Central Steuben Chamber of Commerce dues in the amount of \$82.50 for the 2012 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.  
CARRIED UNANIMOUSLY

**6. PERSONNEL**

12-065

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

**A. Retirements**

- 1. Linda McDonald, Position: Computer Applications Specialist, Effective: March 17, 2012, Date of Hire: March 28, 1996.
- 2. Marie (Mimi) Heher, Position: Assistant Superintendent for Instruction and Related Services, Effective: June 30, 2012, Date of Hire: June 25, 1984.

**B. Elimination of Positions**

1. School Printing Production Assistant, one full-time (1.0 FTE), 12 month, Competitive Civil Service position; Print Shop; effective December 31, 2011.
2. Teaching Assistant, Interpreter, one part-time (.1 FTE), 10 month, school calendar position; effective end of day January 3, 2012.

**C. Layoff**

1. Dale Friends, Position: School Printing Production Assistant, Effective: December 31, 2011, Date of Hire: August 1, 2005.

**D. Increase to Position**

1. Teacher, Deaf and Hearing Impaired, one part-time (.4 FTE), 10 month, school calendar position; increased to part-time (.55 FTE); effective January 3, 2012.

**E. Increase in Assignment**

1. Carolyn Parker, Teacher, Deaf and Hearing Impaired, part-time, 10 month, school calendar position; increased from .4 FTE to .55 FTE; effective January 3, 2012; Tenure area of Education of Children with Handicapping Conditions – Education of Deaf Children; Certification of Deaf and Hard of Hearing, Professional, September 1, 2010 through August 31, 2015; salary \$48,744.00, per year, pro-rated (step 7 + 64 Graduate Credit Hours + Degree Stipend + Certification Stipend + Special Education Stipend).

**F. Change in Appointments**

1. C. Douglas Johnson, Director of Human Resources and Employee Relations, full-time (1.0 FTE), 12 month position; from Provisional to Probationary, Non-Competitive Civil Service appointment; effective December 16, 2011; Probationary Period of December 16, 2011 through February 10, 2012; no change in salary.
2. Melani Liddick, Teaching Assistant/Interpreter, full-time (1.0 FTE), 10 month, school calendar position; from Temporary to Probationary; effective September 6, 2011; Tenure Area of Teaching Assistant; Certification of Level 1, effective September 1, 2011 through August 31, 2014; Probationary Period back dated to September 6, 2011 through September 5, 2014; salary \$31,392.00 per year (Step 1 + 128 Credit Hours).
3. Gregory Vanderpool, Teacher, Welding, full-time (1.0 FTE), 10 month, school calendar position; from Temporary to Probationary; effective September 6, 2011; Tenure Area of Welding; Certification of Welding 7-12, Transitional A Certificate, effective September 1, 2011 through August 31, 2014; Probationary Period back dated to September 6, 2011 through September 5, 2014; salary \$51,679.00 per year (step 9).
4. Andrew Dennis, Teacher, Heavy Equipment, full-time (1.0 FTE), 10 month, school calendar position; from Temporary to Probationary; effective February 1, 2012; Tenure Area of Vehicle Mechanical Repair (including Heavy Equipment

- Repair); Certification of Vehicle Mechanical Repair (including Heavy Equipment Repair) 7-12, Transitional A Certificate, effective February 1, 2012 through January 31, 2015; Probationary Period from February 1, 2012 through January 31, 2015; salary \$53,148.00 per year, pro-rated (step 10).
5. Sarah Pragle, Physical Therapist, full-time (1.0 FTE), 10 month, school calendar position; from Provisional to Probationary, Competitive Civil Service appointment; from Civil Service Continuous Recruitment list; effective December 7, 2011; Probationary Period of December 7, 2011 through February 13, 2013; no change in salary.
  6. Michelle Chamberlin, Account Clerk Typist, full-time (1.0 FTE), 12 month position; from Probationary to Permanent; effective January 5, 2012; no change in salary.
  7. Denise Knowles, Career Education Resource Specialist, full-time (1.0 FTE), 12 month position; from Probationary to Permanent; effective January 7, 2012; no change in salary.
  8. Travis Morato, Network Technology Specialist, full-time (1.0 FTE), 12 month position; from Probationary to Permanent; effective January 10, 2012; no change in salary.
  9. Nicole Maclauchlan, Typist, part-time (.5 FTE), 12 month position, from Probationary to Permanent; effective January 11, 2012; no change in salary.
  10. Ashley DePrimo, Career Education Resource Specialist, full-time (1.0 FTE), 12 month position; from Probationary to Permanent; effective February 7, 2012; no change in salary.

#### **G. Tenure Appointments**

1. Ann Howard, Position: Teacher, Adaptive Physical Education, Effective: January 5, 2012, Tenure Area: Physical Education, Certificate: Physical Education, Initial, Time Extension, September 1, 2010 through August 31, 2012.
2. Ellen Myers, Position: Teacher, English to Speakers of Other Languages, Effective: February 1, 2012, Tenure Area: English as a Second Language, Certificate: English to Speakers of Other Languages, Initial, February 1, 2008 through January 31, 2013.

#### **H. Juul Agreement**

1. Rita Jensen, Teacher, Integrated Math and Science, continuation of Probationary Period through January 31, 2013 through a Juul Agreement.

#### **I. Recalls**

1. Shirley D. Smith, Position: Typist, part-time (.5 FTE), 10 month, school calendar position, Non-Competitive, Civil Service appointment, Effective: December 12, 2011 through June 30, 2012, Salary: \$14.11 per hour.
2. Denise Winfield, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive, Civil Service appointment, Effective: December 1, 2011, Salary: \$9.11 per hour (6.0 hours/day).
3. Kelly Hakes, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive, Probationary, Civil Service appointment, Effective: December 1, 2011, Probationary Period: continue from December 1,

2011 through February 14, 2012, Salary: \$8.97 per hour (6.0 hours/day).

4. Tammy Wood, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive, Civil Service appointment, Effective: December 7, 2011, Salary: \$8.97 per hour (6.0 hours/day).

J. Appointments, conditional appointments, pending Fingerprinting results:

1. William J. Knowles, Position: Network Technology Specialist, full-time (1.0FTE), 12 month position, Competitive, Probationary Civil Service appointment, Civil Service Continuous Recruitment List, Effective: December 19, 2011, Probationary Period: December 19, 2011 through December 18, 2012, Salary: \$36,000.00 per year, pro-rated.
2. Andrew Scolaro, Position: Network Technology Specialist, full-time (1.0FTE), 12 month position, Competitive, Probationary Civil Service appointment, Civil Service Continuous Recruitment List, Effective: December 19, 2011, Probationary Period: December 19, 2011 through December 18, 2012, Salary: \$34,500.00 per year, pro-rated.
3. Adam Monell, Position: Network Technology Specialist, full-time (1.0FTE), 12 month position, Competitive, Provisional Civil Service appointment, pending Civil Service exam, Effective: December 19, 2011, Salary: \$36,000.00 per year, pro-rated.

K. Temporary Annual Appointments

1. Coordinating Stipend, Medicaid Oversight for School Social Workers, Stipend of \$825 per year, pro-rated, each:
  - a. Sandra Brenen, effective November 4, 2011 through June 22, 2012.
  - b. Jo Barlow, effective December 14, 2011 through June 22, 2012.

L. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

- A. Special Education regarding IPADS, see above following 3. Acceptance of Agenda.

12-066

Upon the motion of Bleiler, seconded by Moss, it is resolved to approve the following field trips:

Field Trips

- B. Approval of a field trip for the Bush, Coopers & Wildwood Education Centers' Auto Tech/Auto Body programs as attached.
- C. Approval of a field trip for the Bush & Coopers Education Centers' Cosmetology programs as attached.

CARRIED UNANIMOUSLY

## **8. BOARD PRESIDENT'S REPORT**

### **A. National School Boards Association Convention, April 21-23, 2012.**

Board Members held a discussion regarding Board Members attending the NSBA Convention on April 21-23, 2012.

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

### **A. District Superintendent Graefe - SED updates:**

- State of the State Address, January 4, 2012 at 1:00 p.m.
- Information regarding the December 16, 2011 meeting entitled "Summit: The Canary in the Coal Mine or the Elephant in the Room?"

### **B. Student Learning Objectives (SLO)**

District Superintendent Graefe and Ms. Spencer shared information on the component districts "Student Learning Objectives (SLO)" numbers that will be needed.

## **EXECUTIVE SESSION**

**12-067**

Upon the motion of Peoples, seconded by Apgar, it is resolved to move to executive session at 6:21 p.m. to discuss two employment matters concerning particular persons and collective negotiations.

**CARRIED UNANIMOUSLY**

## **OPEN SESSION**

**12-068**

Upon the motion of Scott, seconded by Apgar, it is resolved to move to open session at 6:42 p.m.

**CARRIED UNANIMOUSLY**

## **APPOINTMENT**

**12-069**

Upon the motion of Moss, seconded by Bleiler, it is resolved, that the Board of Cooperative Educational Services for the Supervisory District of Schuyler, Steuben, Chemung, Tioga and Allegany Counties does hereby appoint Michael D. Sherwood, Esq. as the hearing officer in the matter of the disciplinary charges brought against Brenda Davies pursuant to §75 of the Civil Service Law at the rate of one hundred seventy dollars (\$170) per hour plus mileage. This is a replacement for Peter Punzo who was appointed by the Board of Education on November 1, 2011 (12-052).

**CARRIED UNANIMOUSLY**

## **10. ADJOURNMENT**

**12-070**

Upon the motion of Moss, seconded by Bleiler, it is resolved to adjourn the meeting at 6:43 p.m.

**CARRIED UNANIMOUSLY**



**Next Meetings**

Meeting	Date/Time	Location
Regular	02/07/12, 5:30 p.m.	<b>Coopers</b> Education Ctr., Bldg. 8
Regular	03/06/12, 5:30 p.m.	<b>Coopers</b> Education Ctr., Bldg. 8

Respectfully Submitted,

dih  
January 4, 2012

Doretta L. Hughson  
Board Clerk