

**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

Regular Board Meeting Coopers Education Center, Bldg. 8	February 7, 2012 5:30 p.m.
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PRESENT: Apgar, Bleiler, Dickson, Everett, Gorman, Keddell, Peoples, Scott and Weyand.

ABSENT: McConnell and Moss.

ALSO PRESENT: District Superintendent Graefe; Directors: Bentley, Drake, Johnson, Manning, Munson, Pierce, Spencer and Weinman; 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

Board Member Dickson thanked everyone for their get well cards.

3. ACCEPTANCE OF THE AGENDA

12-071

Upon the motion of Scott, seconded by Apgar, it is resolved to accept the agenda.
CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

12-072

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

A. Approval of Minutes

1. Regular Board Meeting – January 3, 2012

B. Treasurer’s Reports – December 2011

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES
2. Student Activities – Bush Education Center – 10/01/11-12/31/11
3. Student Activities – Coopers Education Center - 10/01/11-12/31/11
4. Student Activities – Wildwood Education Center - 10/01/11-12/31/11

C. Internal Claims Auditor’s Reports – December 2011 as attached

CARRIED UNANIMOUSLY

5. FINANCE**12-073**

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

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

Item #	CoSer #	Title	Increase	From	To
092-12	403.001	Alternative Education Program	\$ 12,690	\$ 22,105	\$ 34,795
093-12	416.494	Academic Programs w/ Monroe #1 BOCES	\$ 2,336	\$ 3,173	\$ 5,509
094-12	430.000	Distance Learning	\$ 18,386	\$ 672,416	\$ 690,802
095-12	512.000	Computer Service-Instructional	\$ 209,435	\$ 2,816,082	\$ 3,025,517
096-12	513.000	Library Automation	\$ 200	\$ 259,984	\$ 260,184
097-12	528.000	Industry/Education Activities Coordination	\$ 500	\$ 458,254	\$ 458,754
098-12	536.000	Model Schools	\$ 3,809	\$ 113,232	\$ 117,041
099-12	605.000	Computer Service: Management	\$ 63,409	\$11,206,298	\$11,269,707
100-12	612.000	Business Office Support (CBO)	\$ 1,250	\$ 3,546,100	\$ 3,547,350
101-12	618.000	GASB-45 Planning	\$ 7,150	\$ 75,000	\$ 82,150

These increases will be supported as follows:

092-12	403.001	Miscellaneous Revenue
093-12	416.494	Alfred-Almond-\$428 and Corning-\$1,908
094-12	430.000	Miscellaneous Revenue-Advanced Academics -\$18,386
095-12	512.000	Franklin-Essex BOCES (Malone-\$208,565), Horseheads-\$6,025 and Bradford-(\$5,155)
096-12	513.000	Avoca-\$200
097-12	528.000	Watkins Glen-\$500
098-12	536.000	Spencer-Van Etten-\$3,809
099-12	605.000	Avoca-\$8,836, Bradford-\$5,155, Hornell-(\$23,414), Horseheads-\$9,288, Spencer Van Etten-\$500, Cattaraugus-Allegany BOCES (Whitesville-(\$698)), Erie 1 BOCES-\$9,000, Genesee Valley BOCES (Keshequa-\$575) and Southern Tier Central Regional Planning & Development Board (STN)-\$54,167
100-12	612.000	Canisteo-Greenwood-\$250, Hammondsport-\$250, Hornell-\$250, Jasper-Troupsburg-\$250 and Prattsburgh-\$250.
101-12	618.000	Spencer-Van Etten-\$7,150

2. Budget Decreases for 2011-12:

Item #	CoSer #	Title	Decrease	From	To
102-12	527.000	Instructional Materials	\$ 3,000	\$ 521,753	\$ 518,753
103-12	528.000	Industry Education Activities Coordination	\$ 500	\$ 458,754	\$458,254
104-12	623.000	Recruiting Service (Cooperative Advertising)	\$ 3,000	\$ 73,660	\$ 70,660

These decreases will be supported as follows:

102-12	527.000	Watkins Glen-(\$3,000)
103-12	528.000	Career Development Council-(\$500)
104-12	623.000	Canisteo-Greenwood-(\$3,000)

3. Transfers within programs for 2011-12:

- a. Report of all fund transfers for the period 10/01/11-12/31/11 as attached.

B. Federal Fund Establishments and Adjustments.**1. Budget Increase for 2011-12:**

- a. Comprehensive Health and Wellness budget is increased by \$1,825.00 from \$9,588.08 to \$11,413.08. This is due to additional revenues from Project SAVE Certifications.

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

- a. Local Government Records Management Improvement grant is accepted and the budget established in the amount of \$39,232 for the period July 1, 2011 through June 30, 2012 as attached.
- b. Regional SSHSP Medicaid TAC grant is accepted and the budget established in the amount of \$130,234 for the period January 1, 2012 through June 30, 2013 as attached.
- c. Food Stamp and Employment Training Program (FSET-OTDA) grant is accepted and the budget established in the amount of \$250,000 for October 1, 2011 through September 30, 2012 as attached.

C. Close Bank Account.

1. Approve the closing of a Money Market Savings account at Citizens Bank. This account has become a non-interest bearing account.

D. Purchasing.

1. Request permission to generate a cooperative bid for the participating GST school districts.
 - a. Bid GST12-02 Health Supplies, April 2012- April 2013.
2. Approval of Resolution, as attached, to participate in the new agreements managed by Erie 1 BOCES on behalf of the New York State Instructional Technology Contract Consortium (NYSITCC) members. These contracts are extensions of current Sole Source agreements.
3. Request permission to bid for five (5) vans for the fleet on Bush, Coopers and Wildwood campuses.
4. Request permission to request proposals for a health insurance consultant/broker to advise BOCES on health insurance alternatives.

E. Authorization to pay the following membership dues.

1. Chemung County Chamber of Commerce dues in the amount of \$601.00 for the 2012 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
2. Watkins Glen Chamber of Commerce dues in the amount of \$250.00 for the 2012 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
3. Hornell Chamber of Commerce dues in the amount of \$200.00 for the 2012 year for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

F. Approval of Cost Methodology for 2012-13 as attached.

CARRIED UNANIMOUSLY

6. PERSONNEL**12-074**

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

A. Retirement

1. John Lee, Position: Auto Mechanic, Effective: end of day June 29, 2012, Date of Hire: September 21, 1981.

B. Resignations

1. Elizabeth Perkins, Position: Teacher Aide, Effective: end of day January 20, 2012, Date of Hire: January 3, 2005.
2. Jacqueline Wilson, Position: Career Education Resource Specialist, Effective: end of day January 24, 2012, Date of Hire: October 12, 2011.

C. Creation of Positions

1. Professional Development Administrator, one part-time, time-sheet basis, temporary, 12 month position, effective January 3, 2012 through December 31, 2012, to fulfill the Professional Development needs of GST BOCES.
2. Curriculum Mentor, one full-time (1.0 FTE), 10 month, school calendar position, effective January 23, 2012 through June 22, 2012.
3. Teaching Assistant, one full-time (1.0 FTE), 10 month, school calendar position, effective January 31, 2012.

D. Elimination of Position

1. Teaching Assistant, one full-time (1.0 FTE), 10 month, school calendar position, effective end of day February 1, 2012.

E. Change in Appointments

1. C. Douglas Johnson, Director of Human Resources and Employee Relations, full-time (1.0 FTE), 12 month position, Human Resources, from Probationary to Permanent, effective February 11, 2012, no change in salary.
2. Sarah Sassman, Career Education Resource Specialist, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective February 8, 2012, no change in salary.
3. Kathleen Rathbun, Senior Computer Services Program Aide, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective February 9, 2012, no change in salary.
4. Kelly Hakes, Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, from Probationary to Permanent, effective February 15, 2012, no change in salary.
5. Timothy Nolan, Health and Safety Compliance Specialist, full-time (1.0 FTE), 12 month position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Open Competitive List # 62787, effective January 11,

- 2012, Probationary Period January 11, 2012 through January 10, 2013, no change in salary, due to successful completion of Civil Service exam.
6. Jennifer Page, Career Education Resource Specialist, part-time (.8 FTE), 10 month, school calendar position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Open Competitive List # 66757, effective January 11, 2012, Probationary Period January 11, 2012 through March 20, 2013, no change in salary, due to successful completion of Civil Service exam.
 7. Gaynor Young-Pierce, Computer Program Assistant, full-time (1.0 FTE), 12 month position, from Provisional to Probationary, Competitive Civil Service appointment, Civil Service Open Competitive List # 15729, effective January 26, 2012, Probationary Period January 26, 2012 through January 25, 2013, no change in salary, due to successful completion of Civil Service exam.

F. JUUL Agreement

1. Janice Vitale, School Social Worker, full-time (1.0 FTE), 10 month, school calendar position, continuation of Probationary Period through June 30, 2012, through a JUUL Agreement.

G. Tenure Appointment

1. Kathleen Buckley, Position: Supervisor of Adult Literacy Programs, Effective: March 2, 2012, Tenure Area: Supervisor of Adult Literacy Programs, Certificate: Permanent, School District Administrator, September 1, 2006.

H. Lay Off

1. Melani Liddick, Position: Teaching Assistant, Interpreter, full-time (1.0 FTE), 10 month, school calendar position, Effective: end of day February 1, 2012.

I. Recalls

1. Theresa Schamel, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Effective: January 30, 2012, Probationary Period: January 30, 2012 through May 28, 2012, Salary: \$8.97 per hour (6.0 hrs./day).
2. Debra O'Brian-Cosselmon, Position: Teacher Aide, full-time (1.0 FTE), 10 month, school calendar position, Effective: February 1, 2012, Salary: \$8.97 per hour (6.0 hrs./day).

J. Appointment

1. Vanessa Allen, Position: Food Service Helper, part-time (.4688 FTE), 10 month, school calendar position, Non-Competitive, Probationary Civil Service appointment, Effective: January 9, 2012, Probationary Period: January 9, 2012 through March 18, 2013, Salary: \$9.60 per hour (grade 16, step 4, 3.75 hours/day).

K. Temporary Appointments

1. Barbara Walkley, Position: Professional Development Administrator, part-time, time-sheet, as needed basis, 12 month; temporary, per diem appointment, Effective: January 3, 2012 through December 31, 2012, Certification: School District Administrator, Permanent, September 1, 2005, Salary: \$325 per diem.
2. Kathryn Cornell, Position: Curriculum Mentor, full-time (1.0 FTE), 10 month, school calendar position, temporary appointment, Effective: January 23, 2012 through June 22, 2012, Certification: Childhood Education (Grades 1-6), Professional, February 1, 2010, Salary: \$49,772.00 per year, pro-rated (step 6 + 30 Graduate Credit Hours + Degree Stipend + Certificate Stipend).
3. Erin Boyle, Position: Teaching Assistant, for the Criminal Justice program, full-time (1.0 FTE), 10 month, school calendar position, temporary appointment, pending certification completion, Effective: January 31, 2012 through June 22, 2012, Certification: none, Salary: \$33,524.00 per year, pro-rated (step 1 + 169 Undergraduate Credit Hours).

L. Mentoring Stipends

1. Beverly Croston mentoring Elaine Lepkowski, discontinue effective December 31, 2011, stipend of \$825 per year, pro-rated.
2. Valerie Cole mentoring Joseph Nolan, effective September 20, 2011 through June 22, 2012, stipend of \$825 per year.

M. Temporary Annual Appointments

1. Hands in Motion Sign Language Club Advisor

- a. Jessica Manwaring, effective November 10, 2011 through June 22, 2012, stipend of \$309 per year, pro-rated.

2. Skills USA Advisors

- a. John Forenz, Wildwood Education Center, discontinue stipend effective January 26, 2012, stipend of \$1,237 per year, pro-rated.
- b. Andrew Dennis, Wildwood Education Center, effective January 27, 2012, stipend of \$1,237 per year, pro-rated.

N. Report of Temporary and Substitute Personnel as attached.

CARRIED UNANIMOUSLY

7. PROGRAMS

A. 2011-2012 GST BOCES Regional School Calendar

12-075

Upon the motion of Apgar, seconded by Gorman, it is resolved to adopt the Revised 2011-2012 GST BOCES Regional School Calendar as attached.

CARRIED UNANIMOUSLY

12-076

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

- B. A field trip for the Coopers Education Center's Culinary Arts program as attached.
- C. A field trip for the Bush, Coopers & Wildwood Education Centers' Skills USA programs as attached.
- D. A field trip for the Wildwood Education Center's Alternative Education program as attached.
- E. A field trip for the Wildwood Education Center's Digital Media Arts programs as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT'S REPORT

- A. None.

9. SUPERINTENDENT'S REPORT

A. Organizational Development

District Superintendent Graefe reviewed the GST BOCES Values and a proposal for Organizational Development for GST BOCES.

B. 2012-2013 GST BOCES Budget

District Superintendent Graefe presented an overview of the 2012-2013 GST BOCES Budget.

EXECUTIVE SESSION

12-077

Upon the motion of Dickson, seconded by Apgar, it is resolved to move to executive session at 5:58 p.m. to discuss three employment matters concerning particular persons and collective negotiations.

CARRIED UNANIMOUSLY

OPEN SESSION

12-078

Upon the motion of Gorman, seconded by Scott, it is resolved to move to open session at 6:45 p.m.

CARRIED UNANIMOUSLY

APPOINTMENT

12-079

Upon the motion of Bleiler, seconded by Apgar, it is resolved, that the Board of Education does hereby empower the District Superintendent to employ an attorney for the purposes of conducting an independent investigation into the claims of employee #04099, alleging

disability discrimination and retaliation, as outlined in a letter from said employee dated January 24, 2012.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

12-080

Upon the motion of Dickson, seconded by Apgar, it is resolved to adjourn the meeting at 6:47 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Regular	03/06/12, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	04/03/12, 5:00 p.m.	Coopers Education Ctr., Bldg. 7
Annual Budget Meeting	04/03/12, 6:00 p.m.	Coopers Education Ctr., Bldg. 7

Respectfully Submitted,

dlh
February 8, 2012

Doretta L. Hughson
Board Clerk