

**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

<b>Regular Board Meeting Coopers Education Center, Bldg. 8</b>	<b>June 5, 2012 5:30 p.m.</b>
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- PRESENT:** Apgar, Bleiler, Dickson, Everett, Gorman, Keddell, McConnell, Moss, Peoples and Scott.
- ABSENT:** Weyand.
- ALSO PRESENT:** District Superintendent Graefe; Directors: Drake, Heher, Johnson, Manning, Moschetti, Munson, Pierce and Spencer; BOCES Staff: Erin Edger (D: 5:36 p.m.); Board Clerk: Hughson and Guests: Neil Bulkley and Alice Learn (A: 5:53 p.m.).
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**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**2. PRIVILEGE OF THE FLOOR**

Dr. Graefe presented Board Member Robert Everett with a New York State School Boards Association certificate and pin.

Dr. Graefe recognized Board Member Delmar Bleiler for his years of service on the BOCES Board of Education. It is with regret that the Board had accepted his resignation.

Board Member Moss recognized Mimi Heher for her years of employment with GST BOCES. It is with regret that the Board had accepted her resignation.

**3. ACCEPTANCE OF THE AGENDA**

**12-121**

Upon the motion of Moss, seconded by Scott, it is resolved to accept the agenda with the following revisions to 5. Finance, add 5. H. Internal Auditor's Report, and 6. Personnel changes under 6. K-5 and 6. N. Internships/Student Teachers/Field Experience.

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**12-122**

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

- A. **Approval of Minutes**
  - 1. Regular Board Meeting – May 8, 2012
- B. **Treasurer's Reports – April 2012**
  - 1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

**C. Internal Claims Auditor's Reports – April 2012 as attached****CARRIED UNANIMOUSLY****5. FINANCE****12-123**

Upon the recommendation of the Superintendent, and on the motion of Gorman, seconded by Keddell, 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
178-12	101.000	Career & Technical Education	\$ 950	\$14,739,034	\$14,739,984
179-12	331.000	Itinerant Consultant Teacher	\$ 55,050	\$ 204,618	\$ 259,668
180-12	401.000	Arts In Education	\$ 532	\$ 386,504	\$ 387,036
181-12	403.001	Alternative Education Program (ABL)	\$ 7,395	\$ 34,795	\$ 42,190
182-12	426.000	Exploratory Enrichment	\$ 1,300	\$ 109,377	\$ 110,677
183-12	430.000	Distance Learning	\$ 801	\$ 724,261	\$ 725,062
184-12	512.000	Computer Service-Instructional	\$ 66,012	\$ 3,095,511	\$ 3,161,523
185-12	522.000	Equipment Repair	\$ 5,689	\$ 319,614	\$ 325,303
186-12	528.000	Industry/Education Activities Coordination	\$ 2,521	\$ 485,572	\$ 488,093
187-12	537.000	School/Curriculum Improvement Planning	\$ 206,672	\$ 1,517,529	\$ 1,724,201
188-12	605.000	Computer Service: Management	\$ 290,738	\$11,751,336	\$12,042,074
189-12	734.000	Related Service-Counseling	\$ 109,643	\$ 1,736,200	\$ 1,845,843
190-12	737.000	Related Service-1:1 Nurse	\$ 29,943	\$ 15,276	\$ 45,219

**These increases will be supported as follows:**

178-12	101.000	Donations received for the Hall of Fame banquet
179-12	331.000	Based on District Participation-\$55,050
180-12	401.000	Arkport-\$315, Campbell Savona-\$36 and Horseheads-\$181
181-12	403.001	Addison-\$5,995, Horseheads-\$900 and Miscellaneous Revenue-\$500
182-12	426.000	Campbell Savona-\$1,300
183-12	430.000	Prattsburgh-\$500 and Misc. Revenue-\$301
184-12	512.000	Elmira-\$845, Hornell-\$41,503, Horseheads-\$22,914, Erie2 BOCES-(Pine Valley-\$450) and Misc. Revenue-\$300
185-12	522.000	Hornell-\$2,000 and Miscellaneous Revenue-\$3,689
186-12	528.000	Base Camp II Grant-\$4,521 and Career Development Council, Inc.-(2,000)
187-12	537.000	Addison-\$8,603, Alfred Almond-\$4,487, Arkport-\$4,013, Bath-\$10,586, Bradford-\$1,975, Campbell-Savona-\$6,399, Canaseraga-\$1,912, Corning-\$35,542, Elmira-\$49,264, Elmira Heights-\$7,379, Hornell-\$12,482, Horseheads-\$31,300, Odessa Montour-\$5,380, Watkins Glen-\$8,564, Waverly-\$11,850, Genesee Valley BOCES (Keshequa-\$4,937) and Miscellaneous Revenue-\$1,999
188-12	605.000	Corning-\$49,000, Hornell-(\$33,503), Horseheads-\$239,056, Revenue from EBLAR-\$42,738 and Misc. Revenue-(\$6,553)
189-12	734.000	Based on District Participation-\$109,643
190-12	737.000	Based on District Participation-\$29,943

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

Item #	CoSer #	Title	Decrease	From	To
191-12	209.000	Special Class 8:1:1	\$ 130,000	\$ 4,336,097	\$ 4,206,097
192-12	219.000	Special Class 6:1:1 MD	\$ 118,000	\$ 2,015,380	\$ 1,897,380
193-12	525.000	Staff Development	\$ 29,013	\$ 1,140,852	\$ 1,111,839

**These decreases will be supported as follows:**

191-12	209.000	Based on District Participation-(\$130,000)
192-12	219.000	Based on District Participation-(\$118,000)
193-12	525.000	Canisteo- Greenwood-(\$29,013)

**3. Transfers within programs for 2011-12:**

a. 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>
101	Career & Technical Education	A102-3020-150-0-75 Certified Salaries		\$23,253.00
		A102-3020-168-0-74 Teacher Aide		\$33,163.00
		A102-3020-816-0-74 Health Insurance		\$26,826.00
		A103-3020-152-0-74 L/T Instr. Sub Salaries		\$31,375.00
		A103-3020-816-0-74 Health Insurance		\$35,394.00
		A103-3974-150-0-00 Certified Salaries		\$34,986.00
		A101-3010-150-0-78 Certified Salaries		\$32,035.00
		A101-3020-150-0-75 Certified Salaries		\$24,242.00
		A101-3611-150-0-00 Certified Salaries		\$14,220.00
		A101-3010-206-0-75 Vehicle Purchase	\$44,950.00	
		A101-3020-152-0-74 L/T Instr Sub Salaries	\$37,878.00	
		A101-3020-815-0-74 Social Security	\$23,743.00	
		A102-3020-801-0-74 Post Employment	\$22,020.00	
		A102-3020-816-0-02 Health Insurance	\$15,469.00	
		A102-3441-816-0-02 Health Insurance	\$13,725.00	
		A102-3817-150-0-03 Certified Salaries	\$23,429.00	
		A102-3817-200-0-00 Equipment	\$11,720.00	
		A103-3010-206-0-75 Vehicle Purchase	\$43,705.00	
		A103-3613-150-0-00 Certified Salaries	\$18,855.00	
		<b>TOTAL</b>	<b>\$255,494.00</b>	<b>\$255,494.00</b>
214	Special Class: S/P Ratio 1:6:1 (ED)	A214-4230-816-0-00 Health Insurance		\$17,000.00
		A214-4230-801-0-00 Post Employment	\$17,000.00	
		<b>TOTAL</b>	<b>\$17,000.00</b>	<b>\$17,000.00</b>
217	Special Class: S/P Ratio 1:6:1 (Broad Horizon)	A217-4230-816-0-00 Health Insurance		\$19,000.00
		A217-4230-440-0-00 Consultant		\$7,668.00
		A217-4230-801-0-00 Post Employment	\$20,500.00	
		A217-4230-200-0-00 Equipment	\$4,015.00	
		A217-4230-458-0-00 Staff Dev./Conf.	\$2,153.00	
		<b>TOTAL</b>	<b>\$26,668.00</b>	<b>\$26,668.00</b>
219	Special Class: S/P Ratio 1:6:1 (Autism & Multiply Disabled)	A219-4230-816-0-00 Health Insurance		\$21,000.00
		A219-4230-801-0-00 Post Employment	\$21,000.00	
		<b>TOTAL</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>
220	Special Class: S/P Ratio 1:12:1 (Academically Delayed)	A220-4220-816-0-00 Health Insurance		\$5,000.00
		A220-4220-819-0-00 HRA		\$11,000.00
		A220-4220-303-3-00 Textbooks		\$5,000.00
		A220-4220-456-0-00 Mileage Expense		\$10,000.00
		A220-4220-168-0-00 Teacher Aide		\$5,100.00
		A220-4220-801-0-00 Post Employment	\$14,100.00	
		A220-4220-811-0-00 NYS TRS	\$22,000.00	
		<b>TOTAL</b>	<b>\$36,100.00</b>	<b>\$36,100.00</b>
224	Special Class: S/P Ratio 1:6:1 (Pathways Day Treatment)	A224-4230-440-0-00 Consultant		\$13,500.00
		A224-4230-801-0-00 Post Employment	\$13,500.00	
		<b>TOTAL</b>	<b>\$13,500.00</b>	<b>\$13,500.00</b>
512	Computer Service, Instructional	A512-6360-150-0-03 Certified Salaries		\$2,310.49
		A512-6360-200-0-09 Equipment		\$4,053.27
		A512-6360-205-0-09 Software		\$2,256.55
		A512-6360-300-0-09 Supplies & Materials		\$698.97
		A512-6360-404-0-09 Printing Expenses		\$87.60
		A512-6360-443-0-09 Recruiting Expenses		\$200.00
		A512-6360-445-0-09 Workshop/Meeting		\$133.00
		A512-6360-456-0-09 Mileage Expense		\$100.00
		A512-6360-458-0-09 Staff Dev./Conf.		\$8,299.73
		A512-6360-811-0-09 NYS TRS		\$8,216.60
		A512-6360-812-0-09 Comp. Insurance		\$106.02
		A512-6360-814-0-09 Disability-Sup Staff		\$34.56
		A512-6360-815-0-09 Social Security		\$2,310.52
		A512-6360-816-0-09 Health Insurance		\$7,713.75
		A512-6360-818-0-09 Unemployment Ins.		\$27.99
		A512-6360-819-0-09 HRA		\$5,232.24
		A512-6360-823-0-09 Flexible Spending		\$355.00
		A512-6360-801-0-09 Post Employment	\$27,321.29	
		A512-6360-205-N-09 Software	\$14,815.00	
		<b>TOTAL</b>	<b>\$42,136.29</b>	<b>\$42,136.29</b>
605	Computer Service: Management	A605-7710-411-8-08 Telephone		\$10,991.00
		A605-7710-200-8-01 Equipment		\$48,946.00

		A605-7710-400-B-19 Contract & Other	\$15,000.00	
		A605-7710-400-K-00 Contract & Other	\$23,721.00	
		A605-7710-402-A-00 Equip. Repair	\$33,821.00	
		A605-7710-819-3-09 HRA	\$5,086.00	
		A605-7710-166-3-09 N-I Temp/Repair	\$5,410.00	
		A605-7710-402-3-09 Equip Repair	\$61,872.00	
		A605-7710-813-H-09 NYS ERS	\$3,978.00	
		A605-7710-816-H-09 Health Insurance	\$10,831.00	
		A605-7710-400-U-09 Contract & Other	\$20,871.00	
		A605-7710-200-8-01 Equipment	\$31,162.00	
		A605-7710-160-3-00 N-I Salaries	\$10,496.00	
		A605-7710-801-3-09 Post Employment	\$41,611.00	
		A605-7710-816-3-09 Health Insurance	\$20,261.00	
		A605-7710-801-C-09 Post Employment	\$14,809.00	
		A605-7710-200-2-09 Equipment	\$20,871.00	
		A605-7710-400-8-01 Contract & Other	\$31,162.00	
		A605-7710-454-8-08 Photo Copying	\$10,991.00	
		A605-7710-204-8-01 Small Equipment	\$10,016.00	
		A605-7710-400-8-01 Contract & Other	\$3,930.00	
		A605-7710-454-8-01 Photo Copying	\$35,000.00	
		A605-7710-160-B-00 N-I Salaries	\$15,000.00	
		A605-7710-599-H-09 Broome Tioga BOCES	\$23,721.00	
		A605-7710-210-8-09 Large Equipment	\$17,531.00	
		A605-7710-210-U-09 Large Equipment	\$16,290.00	
		<b>TOTAL</b>	<b>\$271,689.00</b>	<b>\$271,689.00</b>
612	Business Office Support (CBO)	A612-7017-160-0-01 N-I Salaries	\$62,602.00	
		A612-7017-816-0-09 Health Insurance	\$8,600.00	
		A612-7017-801-0-09 Post Employment	\$71,202.00	
		<b>TOTAL</b>	<b>\$71,202.00</b>	<b>\$71,202.00</b>
729	Related Service-Speech	A729-4020-816-0-00 Health Insurance	\$22,100.00	
		A729-4020-801-0-00 Post Employment	\$22,100.00	
		<b>TOTAL</b>	<b>\$22,100.00</b>	<b>\$22,100.00</b>
732	Related Service-1:1 Aides	A732-4220-816-0-00 Health Insurance	\$47,000.00	
		A732-4220-819-0-00 HRA	\$13,551.00	
		A732-4220-168-0-00 Teacher Aide	\$33,845.00	
		A732-4220-801-0-00 Post Employment	\$26,706.00	
		<b>TOTAL</b>	<b>\$60,551.00</b>	<b>\$60,551.00</b>
734	Related Service-Counseling	A734-4020-819-0-00 HRA	\$13,000.00	
		A734-4020-150-0-00 Certified Salaries	\$20,000.00	
		A734-4020-814-0-00 Disability-Support Staff	\$2,161.00	
		A734-4020-815-0-00 Social Security	\$3,364.00	
		A734-4020-816-0-00 Health Insurance	\$4,687.00	
		A734-4020-824-0-00 Dental Insurance	\$6,748.00	
		A734-4020-801-0-00 Post Employment	\$16,040.00	
		<b>TOTAL</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>

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

**1. Budget Increase for 2011-12:**

- a. Southern Tier Scholars budget is increased by \$500.00 from \$6,411.41 to \$6,911.41. Revenues for this program come from donations.

**2. Grant Acceptance and Budget Establishment for 2011-12 for GST BOCES:**

- a. Test of Adult Basic Education program – Steuben County contract for services is accepted and the budget established in the amount of \$20,000 for January 1, 2012 through December 31, 2012 per attached. Approval was received April 26, 2012.

**3. Budget Establishments for 2012-13:**

- a. Extended School Year (ESY) budget is established in the amount of \$1,804,760 for the period July 1, 2012 through June 30, 2013.
- b. The Adult and Continuing Education budget is established in the amount of \$2,448,060 for the period July 1, 2012 through June 30, 2013.

**C. Purchasing.**

1. Award of alternate bids for roofing work for the 2012-2013 Capital Construction Project based on lowest bid to Hale Contracting, Inc. Alternate R-1 at \$77,900.00 and Alternate R-2 at \$66,700.00. This will be funded with carryover funds from prior years. The base bid for roofing was awarded to Hale Contracting Co. at the March 6, 2012 Board meeting.

Bids were opened February 14, 2012 at 2:00 p.m. and the following bids were received:

**Roofing Work:**

1. Hale Contracting, Inc., 2054 Grand Central Ave., Horseheads, NY.  
Bid amount \$53,713.00; Alternate R-1 \$77,900.00 and Alternate R-2 \$66,700.00.
2. Tower Roofing Co., Inc., 2009 East Main Street, Endwell, NY.  
Bid amount \$70,000.00; Alternate R-1 \$99,000.00 and Alternate R-2 \$92,000.00.
3. Diamond Roofing Co., Inc., 411 Cambridge Ave., Syracuse, NY.  
Bid amount \$97,969.00; Alternate R-1 \$94,922.00 and Alternate R-2 \$83,245.00.
4. Apple Roofing, Inc., 6720 Commerce Blvd., Syracuse, NY.  
Bid amount \$106,710.00; Alternate R-1 \$97,790.00 and Alternate R-2 \$94,025.00.
5. J & B Installations, Inc., 732 Visions Drive, Skaneateles, NY.  
Bid amount \$107,560.00; Alternate R-1 \$88,900.00 and Alternate R-2 \$74,950.00.
6. Weathermaster Roofing Co., Inc., 259 W. Arterial Highway, Binghamton, NY.  
Bid amount \$108,000.00; Alternate R-1 \$98,000.00 and Alternate R-2 \$80,850.00.
7. Charles F. Evans Co., Inc., 800 Canal Street, Elmira, NY.  
Bid amount \$119,960.00; Alternate R-1 \$108,820.00 and Alternate R-2 \$97,150.00.

**D. Architectural/Engineering RFP.**

1. Approval of Hunt Engineers to serve as the Architectural/Engineering firm for GST BOCES starting with the 2013-14 Capital Construction Project as per attached letter.

**E. Regional Wide Area Network.**

1. Approval of Southern Tier Network as the vendor to provide the GST wide area network effective July 1, 2013 for the following districts that are currently on the GST Regional Verizon Diffusion Fund Network: Corning, Elmira, Elmira Heights, Horseheads, Odessa-Montour, Watkins Glen, Waverly, GST BOCES. The vendor for other sites will be determined at a later date.

**F. Lease Approval.**

1. Approval of lease for office space in the Horseheads Central School District for the Central Business Office effective July 1, 2012 through June 30, 2013, per attached.

**G. Acceptance of Donated Items.**

1. 1996 Ford Taurus to Coopers Auto Tech class from Richard Demyan, 38 Lyons Drive, Horseheads, NY 14845.
2. Conference tables and chairs to Coopers Campus from Schuyler County Child Care Coordinating Council, 208 N. Broadway Street, Montour Falls, NY 14865.
3. Weedeater FL1500 Leafblower to Bush Vehicle Maintenance class from Rose Roth, 258 W. 14<sup>th</sup> Street, Elmira Heights, NY 14903.
4. 2003 Pontiac Grand Am to Bush Automotive Technology class from Greg Kolbas, Allstate Insurance Co., 167 Sully's Trail, Pittsford, NY 14534.
5. Montgomery Ward Signature 2000 riding tractor to Bush TEC Exploration class from Deb Presutti, 2612 Texas Hollow, Odessa, NY 14869.
6. Agway 2125 riding mower to Bush TEC Exploration class from Richard Little, 336 N. Glen Avenue, Watkins Glen, NY 14891.
7. 250 pounds of steel to Bush Welding classes from Ken Wood, Cameron Manufacturing & Design, P. O. Box 478, Horseheads, NY 14845.
8. 2002 Pontiac to Wildwood Auto Service Technology program from Mary V. Lusk, 45 Third Street, P. O. 584, Hornell, NY 14843.
9. \$52.00 for Extended School Year Program – Bath Location from Catherine W. Storm, 139 East Morris Street, Bath, NY 14810.
10. \$2,000.00 for Southern Tier Scholars from Hunt Engineers, Architects and Land Surveyors, P.C., Airport Corporate Park, 100 Hunt Center, Horseheads, NY 14845.
11. \$500.00 for Southern Tier Scholars from Hogan, Sarzynski, Lynch, Surowka, DeWind, LLP, P O Box 660, Binghamton, NY 13902.
12. \$2,000.00 for Southern Tier Scholars from Welliver McGuire, Inc., 250 North Genesee Street, Montour Falls, NY 14865.
13. \$500.00 for Southern Tier Scholars from Matthews Buses, Inc., 2900 Route 9, Ballston Spa, NY 12020.
14. \$100.00 for Hall of Fame Banquet from Orthodontic Associates of the Southern Tier, P.C., 440 East Water Street, Elmira, NY 14901.

15. \$100.00 for Hall of Fame Banquet from Hilliard Corporation, 100 West Fourth Street, Elmira, NY 14902.
16. \$50.00 for Hall of Fame Banquet from Maple City Collision, Inc., 7548 Seneca Road, P O Box 756, Hornell, NY 14843.
17. \$50.00 for Hall of Fame Banquet from Maple City Dodge, Inc., P O Box 756, Airport Road, Hornell, NY 14843.
18. \$100.00 for Hall of Fame Banquet from Hunt Engineers, Architects and Land Surveyors, P.C., Airport Corporate Park, 100 Hunt Center, Horseheads, NY 14845.
19. \$100.00 for Hall of Fame Banquet from Corning Credit Union, One Credit Union Plaza, P O Box 1450, Corning, NY 14830.
20. \$50.00 for Hall of Fame Banquet from D.C. Auto Service Center, Inc., 1849 Grand Central Avenue, Elmira Heights, NY 14903.
21. \$250.00 for Hall of Fame Banquet from Cameron Manufacturing & Design, Inc., P O Box 478, Horseheads, NY 14845.
22. \$50.00 for Hall of Fame Banquet from Cerebral Palsy and Handicapped Children's Association of Chemung County, P O Box 1554, Elmira, NY 14902.
23. \$100.00 for Hall of Fame Banquet from J&T Automotive, Inc., 203 Edison Street, Syracuse, NY 13204.

CARRIED UNANIMOUSLY

12-124

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

**H. Audit Committee Report.**

1. Approval of the recommendation of the Audit Committee for the focus of the three year audit plan of the Internal Audit to be:

Year 1: 2011-2012 Revenue and Cash Management

Year 2: 2012-2013 Payroll and Personnel

Year 3: 2013-2014 Extraclassroom Activities Fund

CARRIED UNANIMOUSLY

**6. PERSONNEL**

12-125

Upon the recommendation of the Superintendent, and on the motion of Dickson, seconded by Scott, it is resolved that the following personnel actions are hereby taken with the exception of F.1.:

**A. Retirements**

1. Ruth Abbey, Position: Teacher Aide, Effective: June 30, 2012, Date of Hire: March 31, 1999.
2. Alice Becker, Position: Teacher, serving in the tenure area of Health Occupations, Practical Nursing, Effective: June 30, 2012, Date of Hire: September 5, 2000.
3. Daniel Fitch, Position: Elementary Science Training Specialist, serving in the Elementary tenure area, Effective: end of day July 20, 2012, Date of Hire:

September 1, 1987.

4. Karen Smalley, Position: Teacher Aide, Effective: July 1, 2012, Date of Hire: September 1, 1990.

#### **B. Resignations**

1. Lynette Harvey-Perry, Position: Network Technology Specialist, Effective: end of day June 29, 2012, Date of Hire: February 24, 1997.
2. Donna Taylor, Position: Payroll Clerk, Effective: end of day May 15, 2012, Date of Hire: June 20, 2011.
3. Shannon Traugott, Position: Cook Manager, Effective: end of day May 24, 2012, Date of Hire: April 7, 2011.

#### **C. Elimination of Positions**, effective June 30, 2012, due to the decrease in Districts' requests for services and the reconfiguration of services within the BOCES, subject to change, pending further confirmations with Districts.

1. Teachers, 2.5 positions, serving in the tenure area of Education of Children with Handicapping Conditions – General Special Education.
2. School Social Workers, 6.5 positions.
3. Occupational Therapists, 3.5 positions.
4. Teacher Aides, 15 positions.
5. Job Coach, 1 position.
6. Career Education Resource Specialists, 5 positions.
7. Instructional Support Specialists, 5 positions.
8. Transcribing Typist, 1 position.
9. Assistant Superintendent of Instruction and Related Services, 1 position.
10. Supervisor of Media Services, 1 position.
11. Intervention Specialist, 1 position.
12. Transitions Coordinator for Students with Disabilities, 1 position.
13. Elementary Science Training Specialist, 1 position.
14. Curriculum/Data Analyst, 1 position.
15. Assistant Principal, 1 part-time (.5 FTE) position, Wildwood Education Center.

#### **D. Creation of Positions**

1. Assistant Principal, one (1) full-time (1.0 FTE), 12 month position, effective July 1, 2012.

#### **E. Lay Offs**, effective end of day June 30, 2012.

1. Teachers, full-time (1.0 FTE), serving in the tenure area of Education of Children with Handicapping Conditions – General Special Education:
  - a. Sanfratello, Samuel.
  - b. Knapp, Lacey.
2. School Social Workers, full-time (1.0 FTE):
  - a. Newman, Patricia.
  - b. Agostinho, Milena.
  - c. Roe, Jennifer.



- d. Cavaluzzi, Olivia.
3. Occupational Therapists, full-time (1.0 FTE), except where noted:
  - a. Watches, Katherine.
  - b. Brewer, Leslie (.5 FTE).
  - c. Baldwin, Hollie.
  - d. Konopski, Tanya.
4. Teacher Aides, full-time (1.0 FTE), except where noted:
  - a. Overbeck, Kate.
  - b. Kreitzer, Jillian.
  - c. Peacock, Michelle.
  - d. Schamel, Theresa.
  - e. Wood, Tammy.
  - f. Hakes, Kelly.
  - g. Marshall, Melissa.
  - h. Alexander, Trishia.
  - i. Winfield, Denise.
  - j. O'Brian-Cosselmon, Debra.
  - k. Spicer, Stephanie (.9166 FTE).
  - l. Stone, Bernice.
  - m. Van Ness, Amy.
  - n. Harrison, Kellie.
  - o. Chapman, Domeneca.
5. Job Coach, full-time (1.0 FTE):
  - a. Duvall, Brenda.
6. Career Education Resource Specialists, full-time (1.0 FTE), due to reduction in grant funding:
  - a. Sassman, Sarah.
  - b. DePrimo, Ashley.
  - c. Knowles, Denise.
7. Instructional Support Specialists, full-time (1.0 FTE), serving in the tenure area of Instructional Support Services in the Integration of Technology Into Instructional Practices:
  - a. Hugg, Megan.
  - b. Draghi, Valerie.
  - c. Romeo, Katherine.
  - d. Mayotte, David.
  - e. Giancoli, William.
8. Transcribing Typist, full-time (1.0 FTE);
  - a. Marcia Romanski.
9. Transitions Coordinator for Students with Disabilities, full-time (1.0 FTE);
  - a. Diane Marshall.

## **F. Discontinuation of Employment**

1. Item moved to end of minutes.
2. Elizabeth Clauss, Position: School Social Worker, part-time (.5 FTE), Effective: June 30, 2012, Date of Hire: September 7, 2010.
3. Linda Emerson, Position: School Social Worker, part-time (.8 FTE), Effective: June 30, 2012, Date of Hire: September 6, 2005.
4. Jennifer Biggs, Position: Career Education Resource Specialist, full-time (1.0 FTE), Effective: June 30, 2012, Date of Hire: October 3, 2011.
5. Allison Vang, Position: Career Education Resource Specialist, full-time (1.0 FTE), Effective: June 30, 2012, Date of Hire: December 1, 2009.
6. Beverly Matern, Position: Career Education Resource Specialist, part-time (.6 FTE), Effective: June 30, 2012, Date of Hire: February 9, 2009.

#### **G. Decrease or Increase to Position**

1. Administrative Assistant, one full-time (1.0 FTE), 12 month position, decreased to part-time (.5 FTE), 12 month position, effective July 1, 2012.
2. Assistant Principal, one part-time (.5 FTE), 12 month position, increased to full-time (1.0 FTE), effective July 1, 2012.
3. Clerk, one full-time (1.0 FTE) position, decreased from 12 months per year to 11 months per year, effective July 1, 2012.
4. Career Education Resource Specialist, one full-time (1.0 FTE), 11 month position, decreased to .475 FTE and 10 month, school calendar position, effective July 1, 2012.

#### **H. Decrease or Increase in Assignment**

1. Brande Flaitz, STEM Curriculum Mentor, serving in the tenure area of Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data, voluntary decrease from 11 months per year to 10 months per year, school calendar; effective July 1, 2012; Certification of Chemistry & General Science 7-12, Permanent, September 1, 2002; salary \$60,398.00 per year (step 12 + 65 Graduate Credit Hours + Degree Stipend + Certification Stipend); plus per diem work, as needed, during July and August, time-sheet basis.
2. Karen Eldridge, Clerk, full-time (1.0 FTE) position, involuntary decrease from 12 months per year to 11 months per year, Center, effective July 1, 2012, salary \$48,998.25 per year (grade 2, above step + longevity).
3. Kaye Stanford, Career Education Resource Specialist, involuntary decrease from full-time (1.0 FTE), 11 months per year to part-time (.475 FTE), 10 months, school calendar, effective July 1, 2012, salary \$22,436.80 per year, pro-rated.
4. Jessica Guild, Teacher, serving in the tenure area of Education of Children with Handicapping Conditions – General Special Education, involuntary decrease from 1.0 FTE to .5 FTE, 10 months, school calendar position; effective July 1, 2012; Certification of Students with Disabilities grades 5-9, Generalist; Initial, February 1, 2010 through January 31, 2015; salary \$43,411.00 per year, pro-rated (step 3 + Special Education Stipend).
5. Kerry Gush, School Social Worker, serving in the tenure area of School Social Worker, involuntary decrease from 1.0 FTE to .8 FTE, 10 months, school calendar position; effective July 1, 2012; Certification of School Social Worker, Permanent, February 1, 2012; salary \$53,284.00 per year, pro-rated (step 7 +

60 Graduate Credit Hours + Degree Stipend + Certification Stipend + Special Education Stipend).

6. Instructional Support Specialists, changing from 12 months per year, 8 hours per day to 11 months per year, 7.5 hours per day, effective July 1, 2012, to align with Curriculum Mentors doing the same work:
  - a. Kelley Batrowny, salary \$55,547 per year.
  - b. John Farr, salary \$57,290 per year.
  - c. Mary Hancock, salary \$62,486 per year.
  - d. Gail LaJoie, Virtual Learning Coordinator, salary \$65,280 per year.
  - e. Matthew Middlebrook, salary \$62,223 per year.
  - f. Erin Schiavone, salary \$55,918 per year.
  - g. Steven Smith, salary \$63,372 per year.
  - h. Cheryl Tice, salary \$62,223 per year.
  - i. Lisa Zimar, salary \$55,172 per year.

#### **I. Change in Appointment**

1. Marshall Murdock, Courier, part-time (.3 FTE), 12 month position, from Probationary to Permanent, effective June 13, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.
2. Brad Giglio, Building Maintenance Mechanic, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective July 1, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.
3. Keith Cooper, Network Technology Specialist, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective July 1, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.
4. Lucinda Adams, Network Technology Specialist, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective July 1, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.
5. Celeste Berkley, Insurance Clerk, full-time (1.0 FTE), 12 month position, from Probationary to Permanent, effective July 7, 2012, no change in salary, having successfully completed the Civil Service Probationary Period.
6. Jane St. Amour-Bradley, School Business Executive, full-time (1.0 FTE), 12 month position, change in salary from \$77,513.00 per year, to \$82,000.00 per year, effective July 1, 2012.

#### **J. Tenure Appointment**

1. Geraldine Furterer, Position: Staff Development Coordinator, Effective: July 1, 2012, Tenure Area: Staff Development Coordinator. Certificate: School District Administrator, Permanent, September 1, 2004.

#### **K. Appointments**

1. Diane Vang, Position: Executive Director of Career Development Council, full-time (1.0 FTE), 12 months per year position, Effective: July 1, 2012, Tenure Area: Executive Director of Career Development Council, Certification: School District Administrator, Professional, September 1, 2007, Probationary Period: July 1, 2012 through June 30, 2015, Salary: \$68,500.00 per year.

2. Kathryn Cornell, Position: Curriculum Mentor, full-time (1.0 FTE), 10 month, school calendar, Effective: June 1, 2012, Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data, Certification: Childhood Education (grades 1-6), Professional, February 1, 2010, Probationary Period: June 1, 2012 through May 31, 2014, previously tenured, Salary: \$49,772.00 per year, pro-rated (step 6 + 30 Graduate Credit Hours + Degree Stipend + Certificate Stipend).
3. Cynthia Smith, Position: Cook Manager, part-time (.8125 FTE), 10 month, School calendar position, Non-Competitive Civil Service appointment, Effective: May 29, 2012, Probationary Period: May 29, 2012 through October 15, 2013, Salary: \$15.69 per hour (6.5 hrs/day).
4. William Morrell, Position: Courier, part-time (.4 FTE), 12 month position, Non-Competitive Civil Service appointment, Effective: July 1, 2012, Probationary Period: July 1, 2012 through June 30, 2013, Salary: \$13.31 per hour (grade 2, step 1).
5. Marilyn Phillips, Position: Administrative Assistant, part-time (.5 FTE), 12 month, Competitive Civil Service appointment, Effective: July 3, 2012, Salary: \$23.68 per hour (grade 9, step 15 + longevities).
6. Winifred Hinman, Position: Adult Ed LPN Instructor, full-time (1.0), 12 month position, unclassified appointment, Effective: July 1, 2012, Salary: \$48,861.00 per year.

#### **L. Temporary Appointments**

1. Judy Ingalls, Position: Staff Development Coordinator, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2012 through June 30, 2013, Certification: School District Administrator, Permanent, February 1, 1995, Salary: \$325 per diem.
2. Mary Jane Eckel, Position: Curriculum Mentor, time-sheet basis, 12 month position, Temporary appointment, Effective: July 1, 2012 through June 30, 2013, Certification: Permanent, Music, February 1, 1979, Salary: \$280 per diem, time-sheet basis.

#### **M. Mentoring Stipend**, Stipend \$825 per year, pro-rated

1. Kathleen Janicki-Cooper mentoring Jay Borck, effective December 13, 2011 through March 2, 2012.
2. Cara Seymour mentoring Samuel Sanfratello, effective January 11, 2012 through June 22, 2012.

#### **N. Report of Temporary and Substitute Personnel** as attached.

CARRIED UNANIMOUSLY

### **7. PROGRAMS**

**12-1**

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

- A. **Field Trip** for the Bush Education Center's SkillsUSA program as attached.

CARRIED UNANIMOUSLY

**8. BOARD PRESIDENT'S REPORT**

A. None.

**9. SUPERINTENDENT'S REPORT**

**12-126**

Upon the motion of Gorman, seconded by Apgar, it is resolved to approve the following Board Policy:

A. **Board Policy - #9110 – Salary for Non-Unit Employees** – as attached.  
**CARRIED UNANIMOUSLY**

B. **Board Policy - #9210 – Personnel & Negotiations – Insurance for Non-Unit Employees - (first reading)** as attached.

C. **SED** update.

1. District Superintendent Graefe shared that SED has an interest in the STEM (Science Technology Engineering & Math) and Career and Technical Education programs to assist with alternative pathways to graduation.
2. SED is standing behind their January 2013 deadline for APPR.

**Additional Items:**

**D. CTE National Skills Assessments**

District Superintendent Graefe shared CTE National Skills Assessments results of GST BOCES students on all three campuses.

**EXECUTIVE SESSION**

**12-127**

Upon the motion of Dickson, seconded by Apgar, it is resolved to move to executive session at 6:03 p.m. to discuss three employment matters concerning particular persons.  
**CARRIED UNANIMOUSLY**

**OPEN SESSION**

**12-128**

Upon the motion of Dickson, seconded by Apgar, it is resolved to move to open session at 7:35 p.m.

**CARRIED UNANIMOUSLY**

**6. PERSONNEL – continued:**

**12-129**

Upon the recommendation of the Superintendent, and on the motion of Bleiler, seconded by Gorman, it is resolved that the following personnel action is hereby taken:

**F. Discontinuation of Employment**

1. Janice Vitale, Position: School Social Worker, full-time (1.0 FTE), Effective: June 30, 2012, Date of Hire: August 27, 2008. Tenure denied due to

performance concerns.

CARRIED UNANIMOUSLY

**O. Non-Unit Salaries for 2012-2013**

12-130

Upon recommendation of the Superintendent, and on the motion of Keddell, seconded by Apgar, it is resolved that the Board of Education hereby enacts a salary increase of up to 2% for all non-unit employees effective July 1, 2012.

CARRIED UNANIMOUSLY

**K. Appointments – continued:**

12-131

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

7. Jackie Spencer, Position: Executive Director for School Improvement and Instructional Support, full-time (1.0 FTE), 12 month per year position, Effective: July 1, 2012, Probationary Period: July 1, 2012 to June 30, 2015, Tenure area: Executive Director for School Improvement and Instructional Support, Salary: \$112,531.
8. Linda Perry, Position: Supervisor of Instructional Support, full-time (1.0 FTE), 12 month per year position, Effective: July 1, 2012, Probationary Period: July 1, 2012 to June 30, 2015, Tenure area: Supervisor of Instructional Support, Salary: \$83,011.

CARRIED UNANIMOUSLY

**P. Increase in Salary**

12-132

Upon recommendation of the Superintendent, and on motion of Scott, seconded by Apgar, it is resolved that the following salary adjustment based on an increase in duties is hereby taken:

1. Chris Weinman, Executive Director of Career and Technical Education and Technical Curriculum Coordinator, Salary: \$124,216 effective July 1, 2012.

CARRIED UNANIMOUSLY

**Q. District Superintendent's Employment Contract**

12-133

Upon the motion of Keddell, seconded by Gorman, it is resolved that this Board does and hereby approves the extension of the employment contract of the District Superintendent, Horst G. Graefe, Ed.D., of the GST BOCES through June 30, 2015, salary adjustments as discussed and change in health care contribution as filed with the President of the Board of Education; further, authorizes the Board of Education President to work with the School Attorney to effectuate said change in the form of an amended employment contract; and further, authorizes the President of the Board of Education to sign said

amended contract on behalf of the Board of Education with an effective date of July 1, 2012.

CARRIED UNANIMOUSLY

### **10. ADJOURNMENT**

**12-134**

Upon the motion of Dickson, seconded by Everett, it is resolved to adjourn the meeting at 7:46 p.m.

CARRIED UNANIMOUSLY

### **Next Meetings**

Meeting	Date/Time	Location
Reorganizational	07/10/12, 5:30 p.m.	Coopers Education Ctr., Bldg. 8
Regular	07/10/12, immediately following Reorganizational meeting	Coopers Education Ctr., Bldg. 8
Board Retreat	08/28/12, 3:00-5:00 p.m.	Coopers Education Ctr., Bldg. 8
Regular	08/28/12, 5:30 p.m.	Coopers Education Ctr., Bldg. 8

Respectfully Submitted,

dlh  
June 6, 2012

Doretta L. Hughson  
Board Clerk