

**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 Bush Education Center, Bldg. 1, DL Room	Tuesday, December 6, 2016 5:30 p.m.
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PRESENT: Apgar, Bulkley, Dlugos, Everett, Keddell, Learn, Lemmon, Peoples, Scott and Wheeler.

ABSENT: Moss

ALSO PRESENT: District Superintendent Frame; Cabinet Members: Cardona (D: 7:30), Johnson, Manning (D: 7:30), Moschetti (D: 7:30), Munson, Perry (D: 7:30), Saglibene (D: 7:30), Vakkas and Weinman (D: 7:30); Board Clerk Taylor, Deputy Board Clerk Watson; EA Association President Lotocky (D: 7:25); Staff Members Stephens (D: 7:25), Ham (D: 6:50)

Chef Mecum and Teaching Assistant Anderson introduced their Culinary Arts program students who prepared and served dinner to the Board members. Principal Sincok presented them with student-made bottle holders and homemade bread. District Superintendent Frame thanked the Culinary Arts students for a delicious meal. He introduced new staff members Robert Sherburne, Kate Taylor, and Patricia Cardona.

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1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Board President Keddell called the meeting to order and led the Pledge of Allegiance at 6:25 p.m.

2. PRIVILEGE OF THE FLOOR

Board member Alice Learn welcomed Kate Taylor as Board Clerk and asked the Board Members to tell Kate how they prefer to receive their Board information and documents.

District Superintendent Frame read a letter from Board Member Moss, who was not present, acknowledging the great job Deputy Board Clerk Watson did covering the responsibilities to the Board in Dorie's absence.

Staff member Ken Ham read a letter of thanks and appreciation to the GST community for their support while he was away from work for military duty and then his recovery after donating bone marrow to his brother.

Board member Bulkley asked what the process was for knowing that each program is supported with proper resources each year. He also asked how the Board agenda was communicated to the component districts. District Superintendent Frame said that he will address this question at Superintendent's Advisory Council.

3. ACCEPTANCE OF THE AGENDA WITH ADDITIONS TO THE FINANCE SECTION

17-049

Upon the motion of Learn seconded by Lemmon, it is resolved to accept the agenda with the Finance addition (Finance Item 5C1).

CARRIED UNANIMOUSLY

4. CONSENSUS ITEMS

17-050

Upon the motion of Apgar, seconded by Bulkley, it is resolved to approve the following consensus items:

A. Approval of Minutes

1. Regular Board Meeting – November 1, 2016.

B. Treasurer's Reports

1. Schuyler-Steuben-Chemung-Tioga-Allegany BOCES – October 2016.

C. Internal Claims Auditor's Reports – October 2016 as attached.

CARRIED UNANIMOUSLY

5. FINANCE

17-051

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

A. General Fund Establishments and Adjustments.

1. Budget Establishments for 2016-17:

Item#	CoSer#	Title	In the Amount of
068-17	302.494	Itinerant-Handicap w/Monroe #1 BOCES	\$3,359
069-17	321.000	Itinerant-Attendance Supervisor	\$52,226
070-17	416.494	Academic Prog., Special Facilities w/Monroe #1 BOCES	\$6,146
071-17	645.694	Cooperative Bidding w/Eastern Suffolk BOCES	\$525
072-17	670.494	Computer Service: Mgmt. w/Monroe #1 BOCES	\$2,915

These establishments will be supported as follows:

068-17	302.494	Canaseraga: \$3,359
069-17	321.000	Elmira: \$1,143, Elmira Heights: \$186, Horseheads: \$738, Spencer-Van Etten: \$159 Misc. Revenue (Chemung County: \$50,000)
070-17	416.494	Canaseraga: \$2,725, Elmira: \$696, Hornell: \$2,725
071-17	645.694	GST BOCES: \$525
072-17	670.494	Bath: \$2,915

2. Budget Increases for 2016-17:

Item#	CoSer#	Title	Increase	From	To
073-17	101.000	Career & Technical Education	\$ 2,000	\$ 16,296,616	\$ 16,298,616
074-17	105.493	Career & Technical Education w/GV BOCES	\$ 8,700	\$ 31,920	\$ 40,620
075-17	250.499	Staffing 1:6:1 w/CAEW BOCES	\$ 250,614	\$ 105,365	\$ 355,979
076-17	342.494	Itinerant-Physical Therapy w/Monroe#1 BOCES	\$ 40	\$ 342	\$ 382
077-17	403.003	Alternative Ed Secondary	\$ 20,880	\$ 1,774,800	\$ 1,795,680

078-17	419.693	Academic Prog., Special Facilities w/TST BOCES	\$ 1,350	\$ 360	\$ 1,710
079-17	430.000	Distance Learning	\$ 2,700	\$ 692,509	\$ 695,209
080-17	508.000	Library Services/Media	\$ 220	\$ 336,332	\$ 336,552
081-17	511.000	Printing	\$ 243,775	\$ 1,336,654	\$ 1,580,429
082-17	513.000	Library Automation	\$ 100	\$ 266,080	\$ 266,180
083-17	550.591	Computer Service, Instructional w/Erie #1 BOCES	\$ 15,355	\$ 958,816	\$ 974,171
084-17	569.495	Interscholastic Sports Coord. w/WFL BOCES	\$ 340	\$ 22,916	\$ 23,256
085-17	620.596	Public Information Service w/Albany BOCES	\$ 15,876	\$ 47,620	\$ 63,496
086-17	629.591	Computer Service, Mgmt. w/Erie #1 BOCES	\$ 8,297	\$ 3,325,403	\$ 3,333,700
087-17	631.694	Computer Service, Mgmt. w/E. Suffolk BOCES	\$ 359	\$ 16,406	\$ 16,765
088-17	638.495	Coop. Bidding (Gas/Electric) w/WFL BOCES	\$ 5,823	\$ 19,125	\$ 24,948
089-17	646.491	Computer Service: Mgmt. w/Nassau BOCES	\$ 10,814	\$ 11,992	\$ 22,806
090-17	648.698	Recruiting Service w/Putnam BOCES	\$ 6,417	\$ 11,804	\$ 18,221

These increases will be supported as follows:

073-17	101.000	Misc. Revenue: (Donation from the Community Foundation of Elmira-Corning and the Finger Lakes, Inc. \$2,000)
074-17	105.493	Canaseraga: \$8,700
075-17	250.499	Alfred-Almond: \$115,646, Canisteo-Greenwood: \$134,968
076-17	342.494	Avoca: \$40
077-17	403.003	CAEW BOCES (Andover: \$20,880)
078-17	419.693	Horseheads: \$630, Odessa-Montour: \$270, Spencer-Van Etten: \$450
079-17	430.000	Prattsburgh: \$2,700
080-17	508.000	Bradford: \$220
081-17	511.000	Addison: \$2,415, Alfred-Almond \$108, Arkport: \$491, Bath: \$698, Bradford: \$307, Campbell-Savona: \$1,111, Canaseraga: \$60, Canisteo-Greenwood: \$424, Corning: \$28,471, Elmira: \$29,666, Elmira Heights: \$864, Hammondsport: \$1,175, Hornell: \$1,740, Horseheads: \$5,631, Jasper-Troupsburg: \$340, Odessa-Montour: \$979, Prattsburgh: \$105, Spencer-Van Etten: \$266, Watkins Glen: \$271, Waverly: \$9,852, Misc. Revenue: \$158,801 (CDRS: \$48, Notre Dame: \$834, Steuben County: \$1,797, Town of Big Flats: \$14, EBP for copier lease buy-out \$156,108)
082-17	513.000	Alfred-Almond: \$100
083-17	550.591	Alfred-Almond: \$11,612, Canaseraga: \$2,994, Hammondsport: \$749
084-17	569.495	Bath: \$114, Canaseraga: \$113, Hornell: \$113
085-17	620.596	Hammondsport: \$15,876
086-17	629.591	Alfred-Almond: \$1,047, Arkport: \$1,284, Avoca: \$147, Canaseraga: \$124, Hammondsport: \$45, Hornell: \$5,639, Jasper-Troupsburg: \$11
087-17	631.694	Horseheads: \$359
088-17	638.495	Addison: \$1,370, Alfred-Almond: \$1,247, Arkport: \$245, Avoca: (\$1,002), Campbell-Savona: \$245, Canaseraga: \$122, Canisteo-Greenwood: \$245, Corning: \$1,370, Hammondsport: \$1,370, Hornell: \$245, Jasper-Troupsburg: \$121, Prattsburgh: \$245
089-17	646.491	Corning: \$2,417, Hornell: \$8,397
090-17	648.698	Elmira: \$6,417

3. Budget Decreases for 2016-17:

Item#	CoSer#	Title	Decrease	From	To
091-17	221.494	Staffing 1:12:3 w/Monroe#1 BOCES	\$ 85	\$ 104,018	\$ 103,933
092-17	252.495	Staffing 1:6:1 w/WFL BOCES	\$ 85,263	\$ 185,256	\$ 99,993
093-17	512.000	Computer Service, Instructional	\$ 1,884	\$ 1,915,133	\$ 1,913,249
094-17	627.495	Staff Development: Clerical w/WFL BOCES	\$ 498	\$ 735	\$ 237
095-17	639.596	GASB 45-Plan and Valuation w/Albany BOCES	\$ 13,134	\$ 14,174	\$ 1,040
096-17	643.499	Negotiations w/CAEW BOCES	\$ 910	\$ 1,360	\$ 450

These decreases will be supported as follows:

091-17	221.494	Canisteo-Greenwood: (\$85)
092-17	252.495	Prattsburgh: (\$85,263)
093-17	512.000	Franklin-Essex BOCES (Salmon River: \$1,884)
094-17	627.495	Corning: (\$498)
095-17	639.596	Avoca: (\$6,062), Elmira Heights: (\$7,072)
096-17	643.499	Hornell: (\$910)

4. Transfers within programs for 2016-17:

- a. Report of all fund transfers for the period 07/01/2016-9/30/2016 as attached.

B. Federal Fund Establishments and Adjustments.

1. Grant Acceptance and Budget Establishments for 2016-17:

- a. Perkins IV/CTEIA Grant accepted and the budget established in the amount of \$272,976 for the period July 1, 2016 through June 30, 2017 as attached. Approval was received on October 17, 2016.
- b. WIA, Title II, Corrections Education & Other Institutionalized Education Program (WIA Incarcerated) Grant accepted and the budget established in the amount of \$125,000 for the period July 1, 2016 through June 30, 2017 as attached. Approval was received on November 4, 2016.

2. Grant Increase for 2016-17:

- a. School Library System Aid for Automation Grant increased by \$10,468 from \$14,940 to \$25,408. This is for the rollover amount from 2015-2016.

3. Budget Establishment for 2016-17:

- a. Budget for the Conservation Project with the Town of Big Flats established in the amount of \$26,000 for the period July 1, 2016 through August 31, 2016.

C. Purchasing.

1. Approval of Resolution, as attached, for the Installment Purchase Agreement for Computers, Laptops, Laptop Carts and iPads in the amount of \$500,000 for Elmira City School District.

D. Corrective Action Plan.

1. Accept the Corrective Action Plan for the 2015-16 External Audit as attached.

E. Authorization to Pay the Following Membership Dues.

1. New York State School Boards Association (NYSSBA) in the amount of \$10,909 for 2017.

F. Activities Club.

- 1. Establishment of the following club at the Coopers Campus:
 - a. Intro to Career Majors (ICM) Club. The Club Advisors are: Mary Campbell and Megan Mott.

G. Approval of Agreement.

- 1. Approval of the attached agreement with the Town of Big Flats for a storm water improvement project.

H. Acceptance of Donation.

- 1. \$2,000 for New Visions Honors Academy, Fashion and Audio Media students field trip to New York City from Community Foundation of Elmira-Corning and the Finger Lakes, Inc., 301 South Main Street, Horseheads, NY 14845
CARRIED UNANIMOUSLY

6. PERSONNEL

17-052

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

A. Amend Retirement, from November 1, 2016 BOE Minutes, to correct retirement date

- 1. **Eartha Onyiriuka**
 Position: **Career Program Specialist**
 Effective: **from November 18, 2016 to end of day November 29, 2016**
 Date of Hire: **September 1, 1996**

B. Retirements

- 1. **Jo Barlow**
 Position: **School Social Worker**
 Effective: **end of day November 25, 2016**
 Date of Hire: **September 1, 1997**
- 2. **Mary Williams**
 Position: **Senior Account Clerk**
 Effective: **end of day March 6, 2017**
 Date of Hire: **December 11, 2006**
- 3. **Jerry Haley**
 Position: **Network Technology Specialist**
 Effective: **end of day June 29, 2017**
 Date of Hire: **July 1, 2007**

C. Resignations

- 1. **Nicole Wilder**
 Position: **Licensed Practical Nurse**
 Effective: **end of day October 14, 2016**

- Date of Hire: September 20, 2016
Reason: personal reasons
2. **Chris Sancomb**
Position: **Teacher**, Physical Education
Effective: November 25, 2016
Date of Hire: September 30, 1999
Reason: other employment
3. **Bernadette Sramek**
Position: **School Business Executive - Adm**
Effective: end of day November 30, 2016
Date of Hire: September 19, 2005
Reason: to accept a voluntary demotion and reinstatement to the position of Accountant (School), effective December 1, 2016
4. **Kathleen Salvagin**
Position: **Business Manager**, acting as Student Accounts and Activities Auditor
Effective: end of day November 30, 2016
Date of Hire: GST BOCES retiree since September 26, 2008
Reason: to fully retire
5. **Tyler Comstock**
Position: **Computer Programmer/Analyst**
Effective: end of day December 1, 2016
Date of Hire: March 12, 2015
Reason: other employment
6. **Andrea Renshaw**
Position: **Teacher Aide**
Effective: end of day December 2, 2016
Date of Hire: October 17, 2016
Reason: personal reasons
7. **Andrew Brusso**
Position: **Teaching Assistant**
Effective: end of day January 2, 2017
Date of Hire: September 6, 2016
Reason: to accept the GST BOCES position of Teacher, P.E., effective January 3, 2017

D. Increase to Positions

1. **Teacher Aide**, one 10 month, school calendar position, Non-Competitive Civil Service, increased from 6.0 hours per day to **7.0 hours per day (1.0 FTE)**, effective November 7, 2016, due to the increase in districts' requests for services.
2. **Occupational Therapist**, one 10 month, school calendar position, Competitive Civil Service, increased from .9 FTE to **1.0 FTE**, effective November 7, 2016, due to the increase in districts' requests for services.

3. **Career Education Resource Specialist**, one 10 month, school calendar position, Competitive Civil Service, increased from 19 hours per week to **40 hours per week (1.0 FTE)**, effective November 14, 2016, due to the increase in districts' requests for services.

E. Increase in Assignments

1. **Andrea Renshaw**
Position: **Teacher Aide**, 10-month, School calendar position, Non-Competitive Civil Service **Probationary** appointment
Effective: November 7, 2016
Increase: from 6.0 hours per day to **7.0 hours per day**
Salary: \$9.00 per hour
Reason: due to the increase in districts' requests for services
2. **Stacy Klug**
Position: **Occupational Therapist**, 10 month, school calendar position, Competitive Civil Service **Probationary** appointment
Effective: November 7, 2016
Increase: from .9 FTE to **1.0 FTE**
Salary: \$50,596.00 per year, prorated
Reason: due to the increase in districts' requests for services
3. **Joann Costley**
Position: **Career Education Resource Specialist**, 10 month, school calendar position, Competitive Civil Service **Provisional** appointment, pending Civil Service exam
Effective: November 14, 2016
Increase: from 19 hours per week to **40 hours per week (1.0 FTE)**
Salary: \$13.00 per hour
Reason: due to the increase in districts' requests for services

F. Amend Increase in Assignment, from August 30, 2016 minutes, correcting the position title

1. **Deborah Lynch**
Position: from Career Education Resource Specialist to **Career Program Specialist**
Effective: September 6, 2016
Increase: from .8 FTE to 1.0 FTE
Salary: \$38,505.20, prorated
Reason: due to the increase in districts' requests for services

G. Extension of Civil Service Probationary Appointment

1. **April Moore**
Position: **Cook Manager**
Probationary End
Extended: from October 20, 2017 to **December 19, 2017**
Reason: leave of absence without pay from September 6, 2016 through October 31, 2016

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

1. **Megan Thomas**
 Position: **Teacher Aide**
 Permanent Date: December 7, 2016
2. **Krislyn Manwaring**
 Position: **Teacher Aide**
 Permanent Date: December 9, 2016
3. **Frankliyn Brown**
 Position: **Network Technology Specialist**
 Permanent Date: December 14, 2016
4. **Amna Gafsi**
 Position: **Teacher Aide**
 Permanent Date: December 27, 2016
5. **Virginia Hatfield**
 Position: **Account Clerk**
 Permanent Date: December 28, 2016
6. **Timothy Reed**
 Position: **Cleaner**
 Permanent Date: December 28, 2016

I. Abolishment of Position

1. **School Business Executive – Adm**, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective December 1, 2016, due to a resignation and internal transfer and the reconfiguration of duties within the department.

J. Creation of Positions

1. **School Business Administrator – Central Admin**, one full-time (1.0 FTE), 12 month, effective November 14, 2016, due to a resignation and internal transfer and the reconfiguration of duties within the department.
2. **Principal Account Clerk**, one full-time (1.0 FTE), 12 month, Competitive Civil Service position, effective October 1, 2016, due to the reconfiguration of duties within the department.
3. **Teacher Aide**, two full-time (1.0 FTE), 10 month, school calendar, Non-Competitive Civil Service positions, effective October 28, 2016, due to the increase in districts' requests for services.

K. Change from Temporary Appointments to Probationary Appointments, due to successful completion of certification requirements

1. **Devon Tennant**
 Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
 Effective: October 7, 2016
 Tenure Area: Teaching Assistant
 Certification: Level 1, Teaching Assistant, October 7, 2016 through January 31, 2020

Probationary Period: October 7, 2016 through October 6, 2020*
Salary: \$29,370.00 per year, prorated (step 1 + Credit Hour Stipend)

2. Athena Scavo

Position: **School Social Worker**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: October 26, 2016
Tenure Area: School Social Worker
Certification: Provisional, School Social Worker, October 26, 2016 through January 31, 2022
Probationary Period: October 26, 2016 through October 26, 2020*
Salary: \$48,399.00 per year, prorated (step 3 + Credit Hour Stipend + Degree Stipend + IEP Stipend)

3. Jeffrey Walike

Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment
Effective: October 27, 2016
Tenure Area: Teaching Assistant
Certification: Level 1, Teaching Assistant, October 27, 2016 through January 31, 2020
Probationary Period: October 27, 2016 through October 26, 2020*
Salary: \$31,606.00 per year, prorated (step 1 + Credit Hour Stipend)

L. Amend Education Law Probationary Appointment, amending the Probationary Periods from four years to three years, due to verification of Effective, or Highly Effective composite scores from previous employer.

1. Ryan Wassink

Position: **STEM Curriculum Mentor**
Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data
Probationary Period: September 30, 2016 through September 29, 2019*

M. Amend Appointments, from the November 1, 2016 minutes

1. Mallory Wilson

Position: **Licensed Practical Nurse**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment
Effective: from November 10, 2016 to **November 15, 2016**
Location: Cohen Elementary School, Elmira Heights CSD
Education: High School Diploma, Corning-Painted Post CSD
Probationary Period: from November 10, 2016 through January 18, 2018 to **November 15, 2016 through January 25, 2018**
Experience: 3 years' related experience
Salary: \$15.94 per hour (Grade 3, Step 3)
Reason: correcting the effective date and probationary period

2. Tuesday Mishook

Position: **RSE-TASC (Regional Special Education Technical Assistance Center Training Specialist)**, full-time (1.0 FTE),

10 month, school calendar position, **Probationary** appointment
 Effective: from December 1, 2016 to **November 28, 2016**
 Location: Dormann Library, Bath
 Education: Master of Education, Indiana Wesleyan University
 Tenure Area: Instructional Support Services in Special Education
 Certification: Permanent, Special Education, September 1, 2007
 Probationary Period: from December 1, 2016 through November 30, 2020* to **November 28, 2016 through November 27, 2019***
 Experience: 14 years' related experience
 Salary: from \$54,044.00 per year, prorated (step 10 + Degree Stipend + Certificate Stipend), subject to change to **\$59,114.00 per year, prorated (step 12 + Credit Hour Stipend + Degree Stipend + Certificate Stipend), subject to change**
 Reason: correcting the effective date, probationary period, and salary, due to an earlier release from previous employer and verification of Effective or Highly Effective status

N. Appointments

1. Megan Leach

Position: **Principal Account Clerk**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment, Civil Service List # 63487
 Effective: October 1, 2016
 Location: Bush Education Center
 Education: High School Diploma, Jasper-Troupsburg CSD
 Probationary Period: October 1, 2016 through September 30, 2017
 Experience: 7 years' related experience
 Salary: \$19.38 per hour (grade 13, step 2)
 Reason for Appt: due to the increase in districts' requests for services

2. Patricia Cardona

Position: **School Business Administrator – Central Admin**, full-time (1.0 FTE), 12 month position, **Probationary** appointment
 Effective: November 14, 2016
 Location: Bush Education Center
 Education: Certificate of Advances Studies, Educational Administration, SUNY Brockport
 Tenure Area: School Business Administrator – Central Admin
 Certification: Professional, School District Building Leader, September 1, 2012
 Probationary Period: November 14, 2016 through November 13, 2020*
 Experience: 2 years' related experience
 Salary: \$81,000.00 per year, prorated
 Reason for Appt: due to a resignation and internal transfer

3. Marie Bonsignore

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month position, Non-Competitive Civil Service, **Probationary** appointment
 Effective: October 28, 2016
 Location: Bryant Elementary School, Hornell CSD
 Education: High School Diploma, Port Jervis CSD

Probationary Period: October 28, 2016 through January 5, 2018
Experience: 9 years' Teaching Assistant experience
Salary: \$9.00 per hour
Reason for Appt: due to the increase in districts' requests for services

4. Ruth Sutton

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month position, Non-Competitive Civil Service, **Probationary** appointment
Effective: November 1, 2016
Location: Center Street Elementary School, Horseheads CSD
Education: Associate in Applied Science, Human Services, Corning Community College
Probationary Period: November 1, 2016 through January 9, 2018
Experience: 7 months related experience
Salary: \$9.00 per hour
Reason for Appt: due to the increase in districts' requests for services

5. Crystal Brewer

Position: **Teacher Aide**, full-time (1.0 FTE), 10 month position, Non-Competitive Civil Service, **Probationary** appointment
Effective: December 1, 2016
Location: Cohen Elementary School, Elmira Heights CSD
Education: High School Diploma, Horseheads CSD
Probationary Period: December 1, 2016 through February 8, 2018
Experience: no related experience
Salary: \$9.00 per hour
Reason for Appt: due to a resignation

6. Bernadette Sramek

Position: **Accountant (School)**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Probationary** appointment
Effective: December 1, 2016
Location: Central Business Office
Education: Bachelor of Science, Accounting, Elmira College
Probationary Period: December 1, 2016 through January 26, 2017
Experience: 11 years' related experience
Salary: \$65,000.00 per year, prorated
Reason for Appt: due to a retirement

7. Christopher Campanelli

Position: **Operations Communication Specialist**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service Exam
Effective: December 5, 2016
Location: Bush Education Center
Education: High School Diploma, Horseheads CSD
Experience: 1 year of related experience
Salary: \$40,000.00 per year, prorated
Reason for Appt: due to a retirement

8. Martha Clark

Position: **School Business Executive – CBO**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Promotional**,

Effective: **Probationary** appointment, Civil Service # 76179
December 5, 2016
Location: Central Business Office

Education: Associate in Applied Science, Accounting, Corning
Community College
Probationary Period: December 5, 2016 through February 27, 2017
Experience: 29 years' related experience
Salary: \$75,000.00 per year, prorated
Reason for Appt: due to a resignation

9. Carol Johnson

Position: **Career Education Resource Specialist**, part-time (19
hours/week), 10 month, school calendar position, Non-
Competitive Civil Service, **Probationary** appointment, time-
sheet basis

Effective: December 5, 2016
Location: Bush Education Center
Education: Bachelor of Science, Liberal Arts, Excelsior College
Probationary Period: December 5, 2016 through February 12, 2018
Experience: no related experience
Salary: \$13.00 per hour
Reason for Appt: due to the increase in districts' requests for services

10. Kelli Edwards

Position: **Computer Applications Specialist**, full-time (1.0 FTE), 12
month position, Competitive Civil Service, **Promotional**,
Provisional appointment, pending Civil Service Exam

Effective: December 7, 2016
Location: Bush Education Center
Education: Bachelor of Science, Business Administration, Elmira College
Experience: 11 years' related experience
Salary: \$26.43 per hour (grade 13, step 14)
Reason for Appt: due to a resignation

11. Andrew Brusso

Position: **Teacher, Physical Education**, full-time (1.0 FTE), 10 month,
school calendar position, **Probationary** appointment

Effective: January 3, 2017
Location: Bush Education Center
Education: Master of Science, Physical Education, SUNY Cortland
Tenure Area: Physical Education
Certification: Initial, Physical Education, September 1, 2012 through August
31, 2017

Probationary Period: January 3, 2017 through January 2, 2021*
Experience: Substitution
Salary: \$44,767.00 per year, prorated
Reason for Appt: due to a resignation

O. Amend Mentoring Stipend, from the October 4, 2016 BOE minutes, to correct end date
from June 23, 2017 to **October 21, 2016**, Stipend of \$846 per year, prorated

1. Crystal Watson mentoring Kara Tomb

2. Clerk of the Board.

- a. It is hereby resolved that Kathleen Taylor is appointed to the position of Clerk of the Board for fiscal year 2016-2017.

*“To the extent required by the applicable provisions of Education Law section 3014, in order to be granted tenure, the classroom teacher or principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law section 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the classroom teacher or principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.”

CARRIED UNANIMOUSLY

7. PROGRAMS

17-053

Upon the recommendation of the Superintendent, and on the motion of Bulkley, seconded by Dlugos, it is resolved to approve the following field trips:

Field Trips

- A. **Field trip** for Coopers and Wildwood Education Centers, Cosmetology Program, as attached.

CARRIED UNANIMOUSLY

8. BOARD PRESIDENT’S REPORT

A. **Preferred Educational Future.**

Staff member Stephanie Stephens distributed information on the “Program Development Grant to Prepare Students with Disabilities to Exit School with Work Readiness Skills” and presented information on this program.

9. Superintendent’s Report

17-054

Upon the recommendation of the Superintendent, and on the motion of Learn, seconded by Apgar, it is resolved to approve the following Board Policies:

A. Second reading and approval of Board Policies:

1. Board Policy - #1120 – Community Relations – “Public Access to Records Under Public Officers Law Article 6” – as attached.
2. Board Policy - #2160 – School Board Governance and Operations – “Board-Superintendent Code of Ethics” – as attached.
3. Board Policy - #2161 – School Board Governance and Operations – “Code of Ethics for the Board and BOCES Employees” – as attached.
4. Board Policy - #9110 – Personnel & Negotiations – “Salary for Non-Unit Employees” – as attached.

CARRIED UNANIMOUSLY

B. SED Update

District Superintendent Frame said that he will send out this information to the Board on Friday.

EXECUTIVE SESSION

17-055

Upon the motion of Apgar, seconded by Dlugos, it is resolved to move to executive session at 7:30 p.m. to discuss four employment history matters concerning particular persons.

CARRIED UNANIMOUSLY

OPEN SESSION

17-056

Upon the motion of Peoples, seconded by Scott, it is resolved to move to open session at 7:34 p.m.

CARRIED UNANIMOUSLY

10. ADJOURNMENT

17-057

Upon the motion of Lemmon, seconded by Everett, it is resolved to adjourn the meeting at 7:35 p.m.

CARRIED UNANIMOUSLY

Next Meetings

Meeting	Date/Time	Location
Regular	1/03/17, 5:30 p.m.	<ul style="list-style-type: none"> Coopers Education Ctr., Bldg. 8, DL Room

Respectfully Submitted,

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December 9, 2016

Kathleen E. Taylor
Board Clerk