

**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, DL Room</b>	<b>Tuesday, January 3, 2017 5:30 p.m.</b>
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**PRESENT:** Apgar, Dlugos, Everett, Keddell, Learn, Lemmon, Moss, Peoples, Scott and Wheeler

**ABSENT:** Bulkley (excused)

**ALSO PRESENT:** District Superintendent Frame; Cabinet Members: Bentley (D: 5:56), Cardona (D: 5:56), Johnson, Manning (D: 5:56), Moschetti (D: 5:56), Munson, Perry (D: 5:56), Saglibene (D: 6:15), Vakkas and Weinman (D: 5:56); Board Clerk Taylor, EA Association President Lotocky (D: 5:56); Staff Members: Pawlak (D: 5:56)

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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 5:30 p.m.

**2. PRIVILEGE OF THE FLOOR**

Board President Keddell introduced Susan Pawlak, the new Executive Director of Career Development Council, who took the place of Diane Vang.

**3. ACCEPTANCE OF THE AGENDA WITH ADDENDUM TO PERSONNEL**

**17-058**

Upon the motion of Apgar seconded by Scott, it is resolved to accept the agenda with the addendum to Personnel (Item 6M.8).

**CARRIED UNANIMOUSLY**

**4. CONSENSUS ITEMS**

**17-059**

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

**A. Approval of Minutes**

1. Regular Board Meeting – December 6, 2016.

**B. Internal Claims Auditor’s Reports – November 2016 as attached.**

**CARRIED UNANIMOUSLY**

**5. FINANCE**

**17-060**

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

**A. General Fund Establishments and Adjustments.**

1. Budget Increases for 2016-17:

Item#	CoSer#	Title	Increase	From	To
097-17	430.000	Distance Learning	\$ 27,000	\$ 695,209	\$ 722,209
098-17	508.000	Library Services/Media	\$ 4,104	\$ 336,552	\$ 340,656
099-17	605.000	Computer Service: Mgmt.	\$ 22,893	\$ 13,325,350	\$ 13,348,243

These increases will be supported as follows:

097-17	430.000	GV BOCES (Cuba Rushford: \$2,000), Addison: \$20,000, Watkins Glen: \$5,000
098-17	508.000	Watkins Glen: \$4,104
099-17	605.000	Horseheads: \$11,145, Odessa-Montour: \$1,250, Spencer-Van Etten: \$7,480, GV BOCES (Geneseo: \$2,439), Misc. Revenue (City of Elmira: \$579)

**B. Purchasing.**

1. Award bid for Dental Lab Furniture for GST BOCES Bush Campus to Salon Accessories at \$68,513 based on lowest bid meeting specifications.

Bids were opened December 15, 2016 at 2:30 pm and the following bids were received:

- a. Salon Accessories, 333 Metro Park, Suite F-501, Rochester, NY 14623  
\$68,513 delivered.
  - b. Syr Beauty Salon Furniture, Inc., 156 Shire Way, Camillus, NY 13031  
\$71,297 delivered.
  - c. Upscale Salon Equipment, 5880 Linworth Rd., Worthington, OH 43085  
\$72,610 delivered.
2. Award cooperative bid for the purchase of Copy Paper for Addison, Bradford, Canaseraga, Canisteo-Greenwood, Elmira, Hammondsport, Horseheads, Jasper-Troupsburg, Odessa-Montour and Prattsburgh school districts, awarded to W.B. Mason Co. Inc. based on lowest total bid meeting specifications as per attached.

Bids were opened December 23, 2016, at 11:00 AM and the following bids were received:

- a. W.B. Mason Co. Inc., 56 Center St., PO Box 111, Brockton, MA 02303.
- b. Contract Paper Group Inc., 1531 Boettler Rd. Suite E, Uniontown OH 44685.

**C. Authorization to Pay the Following Membership Dues.**

- 1. Chemung County Chamber of Commerce dues in the amount of \$621 for 2017 for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

**D. Acceptance of Donation.**

- 1. \$5,000 to fund apparel for students and staff at the STEM Academy from Corning Enterprises, 1 West Market St., 6<sup>th</sup> Floor, Corning, NY 14830.

**E. Disclosure Pursuant to General Municipal Law 803-Employee Owned Business as attached.**

- 1. Marlowe Lowe, 215 3rd St., Apt 1, Watkins Glen, NY 14891.

CARRIED UNANIMOUSLY

**6. PERSONNEL**

17-061

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

**A. Retirements**

- 1. **Diane Vang**  
Position: **Executive Director of Career Development Council**  
Effective: end of day January 3, 2017  
Date of Hire: November 8, 1993
- 2. **Rebecca Horton**  
Position: **Career Program Specialist**  
Effective: end of day February 28, 2017  
Date of Hire: February 24, 1997
- 3. **Eugenia Fusco**  
Position: **Cook Manager**  
Effective: end of day June 29, 2017  
Date of Hire: July 1, 2005

**B. Resignations**

- 1. **Rachel Tuttle**  
Position: **Teacher Aide**  
Effective: August 31, 2016  
Date of Hire: February 29, 2016  
Reason: personal reasons

2. **Ruth Sutton**  
 Position: **Teacher Aide**  
 Effective: end of day December 22, 2016  
 Date of Hire: November 1, 2016  
 Reason: personal reasons
  
3. **Kendra Clark**  
 Position: **Teacher Aide**  
 Effective: end of day December 23, 2016  
 Date of Hire: March 20, 2015  
 Reason: personal reasons
  
4. **Ashley N. Rose**  
 Position: **Teacher Aide**  
 Effective: end of day December 30, 2016  
 Date of Hire: February 8, 2016  
 Reason: personal reasons

**C. Discontinuation of Employment**

1. **Alexis Curren**  
 Position: **Teacher Aide**  
 Effective: end of day December 6, 2016  
 Date of Hire: October 3, 2016  
 Reason: abandonment of position

**D. Increase to Positions**

1. **Adult Literacy Instructor**, one part-time (time-sheet basis) increased to full-time (1.0 FTE), 12 month position, effective December 1, 2016, due to the increase in districts' requests for services.
  
2. **School Social Worker**, one part-time (.5 FTE) increased to full-time (1.0 FTE), 10 month, school calendar position, effective January 3, 2017, due to the increase in districts' requests for services.

**E. Increase in Assignments**

1. **Lois Immerman**  
 Position: **Adult Literacy Instructor**, 12 month position  
 Effective: December 1, 2016 through June 23, 2017  
 Increase: from time-sheet basis to **1.0 FTE**  
 Certification Status: Not Certified, Literacy & GED Preparation Instructor, Adult Education certificate required  
 Salary: \$40,000.00 per year, prorated  
 Reason: due to the increase in districts' requests for services
  
2. **Samantha Clair**  
 Position: **School Social Worker**, 10 month, school calendar position  
 Effective: January 3, 2017 through June 23, 2017  
 Increase: from .5 FTE to **1.0 FTE**  
 Certification Status: Not Certified, School Social Worker certificate required  
 Salary: \$42,276.00 per year, prorated (step 1)  
 Reason: due to the increase in districts' requests for services

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

1. **Catherine Ruocco**  
 Position: **Senior Printing Clerk**  
 Permanent Date: January 6, 2017
  
2. **Bobbi Southard**  
 Position: **Occupational Therapist**  
 Permanent Date: January 12, 2017

3. **Carly Meacham**  
 Position: **Occupational Therapist**  
 Permanent Date: January 13, 2017
4. **Martin Nichols**  
 Position: **Cleaner**  
 Permanent Date: January 25, 2017

**G. Tenure Appointments**, due to successful completion of Probationary Period, no change in salaries

1. **Kristin Hunt-Noteware**  
 Position: **STEM Curriculum Mentor**  
 Tenure Area: **Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data**  
 Effective Date of Tenure: January 5, 2017  
 Certification Status: Permanent, Nursery, Kindergarten, and Grades 1-6, September 1, 1995
2. **Stacy Smith**  
 Position: **Regional Special Education Preschool Behavior Specialist**  
 Tenure Area: **Instructional Support Services in Special Education**  
 Effective Date of Tenure: January 20, 2017  
 Certification Status: Permanent, Special Education, February 1, 2004
3. **Daniel Talvi**  
 Position: **Teaching Assistant**  
 Tenure Area: **Teaching Assistant**  
 Effective Date of Tenure: February 1, 2017  
 Certification Status: Level 3, Teaching Assistant, August 22, 2015
4. **Kirk Frost**  
 Position: **Teaching Assistant**  
 Tenure Area: **Teaching Assistant**  
 Effective Date of Tenure: February 1, 2017  
 Certification Status: Level 1, Teaching Assistant, Renewal, January 26, 2016 through January 31, 2019

**H. Elimination of Position**

1. **Career Program Specialist**, one full-time (1.0 FTE), 10 month, school calendar position, February 28, 2017, due to a retirement and the reorganization of duties within the department.

**I. Creation of Positions**

1. **Teacher, Special Education**, one full-time (1.0 FTE), 10 month, school calendar position, effective January 3, 2017, due to the increase in districts' requests for services.
2. **Teaching Assistant, Special Education**, one full-time (1.0 FTE), 10 month, school calendar position, January 3, 2017, due to the increase in districts' requests for services.
3. **Career Education Resource Specialist**, one part-time (time-sheet basis), 10 month, school calendar position, December 13, 2016, due to the increase in districts' requests for services.

**J. Change in Civil Service Appointment**

1. **Susan Michael**  
 Position: from Account Clerk, full-time (1.0 FTE), 12 month Civil Service Competitive, Permanent appointment, to **Senior Account Clerk**, Civil Service Competitive, **Probationary** appointment  
 Effective: December 19, 2016

Probationary Period: December 19, 2016 through December 18, 2017  
Civil Service List #: 61441  
Location: Central Business Office, Bush Education Center  
Education: Associate in Applied Science, Data Processing, Corning Community College  
Experience: 10+ years' related experience  
Salary: \$16.31 per hour (grade 9, step 4)  
Reason for Appt: due to a resignation

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

**1. Cynthia Williams**

Position: **Career Education Resource Specialist**, part-time (.8 FTE), 10 month, school calendar position, Civil Service Competitive, **Probationary** appointment  
Effective: December 6, 2016  
Probationary Period: December 6, 2016 through February 13, 2018  
Civil Service List #: 69533  
Salary: \$13.53 per hour

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

**1. Alyssa Gardner**

Position: **Teacher, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: December 1, 2016  
Location: Cohen Elementary School, Elmira Heights CSD  
Tenure Area: Education of Children with Handicapping Conditions – General Special Education  
Certification: Initial, Students with Disabilities (Grades 1-6), December 1, 2016 through January 31, 2022  
Probationary Period: December 1, 2016 through November 30, 2020\*  
Salary: \$45,252.00 per year, prorated (step 1 + Credit Hour Stipend + Degree Stipend + Special Education Stipend)

**M. Appointments**

**1. Patricia Kelly**

Position: **Teacher, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: January 3, 2017  
Location: Gardner Rd Elementary, Horseheads CSD  
Education: Master of Science, Education, Niagara University  
Tenure Area: Education of Children with Handicapping Conditions – General Special Education  
Certification: Initial, Students with Disabilities (Grades 1-6), August 19, 2015 through August 31, 2020  
Probationary Period: January 3, 2017 through January 2, 2021\*  
Experience: 6 months' related experience  
Salary: \$45,616.00 per year, prorated (step 1 + Credit Hour Stipend + Degree Stipend + Special Education Stipend)  
Reason for Appt: due to the increase in districts' requests for services

**2. Jessica Hall**

Position: **Teaching Assistant, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: December 5, 2016  
Location: Wildwood Education Center  
Education: High School Diploma, Wayland-Cohocton CSD  
Tenure Area: Teaching Assistant  
Certification: Level 1, Teaching Assistant, November 23, 2016 through January 31, 2020  
Probationary Period: December 5, 2016 through December 4, 2020\*

- Experience: 3 months' GST BOCES Teacher Aide experience  
Salary: \$26,406.00 per year, prorated (step 1 + Credit Hour Stipend)  
Reason for Appt: due to a resignation
- 3. Mary Wolverton**  
Position: **Teaching Assistant, Special Education**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment  
Effective: January 3, 2017  
Location: Gardner Rd Elementary, Horseheads CSD  
Education: Associate in Science, Community & Human Services, Empire State College  
Tenure Area: Teaching Assistant  
Certification: Level 3, Teaching Assistant, September 1, 2005  
Probationary Period: January 3, 2017 through January 2, 2021\*  
Experience: 13 years' part-time related experience  
Salary: \$26,094.00 per year, prorated (step 1 + Credit Hour Stipend)  
Reason for Appt: due to the increase in districts' requests for services
- 4. Jessica Allison**  
Position: **Accountant (School)**, full-time (1.0 FTE), 12 month position, Competitive Civil Service, **Provisional** appointment, pending Civil Service exam  
Effective: January 3, 2017  
Location: Central Business Office  
Education: Bachelor of Science, Accounting, Waynesburg College, Waynesburg, PA  
Experience: 17 years' related experience  
Salary: \$50,000.00 per year, prorated  
Reason for Appt: due to a voluntary internal transfer
- 5. Vanessa Austin**  
Position: **Cleaner**, full-time (1.0 FTE), 12 month position, Civil Service Labor Class, **Probationary** appointment  
Effective: December 28, 2016  
Location: Bush Education Center  
Education: High School Diploma, Troy CSD  
Probationary Period: December 28, 2016 through December 27, 2017  
Experience: no related experience  
Salary: \$13.44 per hour (grade 1, step 1)  
Reason for Appt: due to a resignation
- 6. Joseph Miller**  
Position: **Teacher Aide**, full-time (1.0 FTE), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment  
Effective: January 3, 2017  
Location: T.A. Edison High School, Elmira Heights CSD  
Education: High School Diploma, Elmira CSD  
Probationary Period: January 3, 2017 through March 13, 2018  
Experience: no related experience  
Salary: \$9.70 per hour  
Reason for Appt: due to a resignation
- 7. Robin Ott**  
Position: **Career Education Resource Specialist**, part-time (time-sheet basis), 10 month, school calendar position, Non-Competitive Civil Service, **Probationary** appointment  
Effective: December 13, 2016  
Location: Bush Education Center  
Education: Master of Science, Environmental Pollution, Pennsylvania State University  
Probationary Period: December 13, 2016 through February 20, 2018  
Experience: no related experience  
Salary: \$13.00 per hour  
Reason for Appt: due to the increase in districts' requests for services

**8. Benjamin Link**

Position: **STEM Curriculum Mentor**, full-time (1.0 FTE), 10 month, school calendar position, **Probationary** appointment

Effective: January 15, 2017

Location: Bath High School, STEM

Education: Master of Science, Education, Alfred State University

Tenure Area: Instructional Support Services in Curriculum and Differentiated Instruction Incorporating the Analysis of Student Performance Data

Certification: Professional, Early Childhood Education (Birth-Grade 2), Issued February 1, 2012; Professional, Childhood Education (Grades 1-6), Issued February 1, 2012

Probationary Period: January 15, 2017 through January 14, 2021\*

Experience: 9 years' experience

Salary: \$56,228.00 per year (step 10 + Graduate Credit Hour Stipend + Permanent Certification Stipend)

Reason for Appt: due to an internal transfer

**N. Temporary Appointments**

**1. Sarah Sassman**

Position: **Career Education Resource Specialist**, part-time (time-sheet basis), 10 month, school calendar position, Non-Competitive Civil Service, **Temporary reinstatement**

Effective: December 12, 2016 through June 30, 2017

Location: Bush Education Center

Education: Master of Science, Education, Elmira College

Experience: 6 years' related experience

Salary: \$14.64 per hour

Reason for Appt: to train new staff and fill in as needed

**2. Mark Schaffhouser**

Position: **Teaching Assistant**, full-time (1.0 FTE), 10 month, school calendar position, **Temporary** appointment, pending the completion of certification requirements

Effective: January 3, 2017 through June 23, 2017

Location: Bush Education Center

Education: Bachelor of Science, Childhood Education, SUNY Cortland

Certification: Not certified, Teaching Assistant, Level 1 required

Experience: no related experience

Salary: \$25,366.00 per year, prorated (step 1)

Reason for Appt: due to a resignation

**O. Mentoring Stipend**, September 6, 2016 through June 23, 2017, Stipend of \$846 per year

**1. Angela Dickison mentoring Mary Campbell**

**P. Medicaid Oversight Stipend**, September 6, 2016 through June 23, 2017, Stipend of \$1,000 per year

**1. Mary Sabol, Registered Nurse**, oversight of LPNs

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\*"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."

**7. PROGRAMS**

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

**Field Trips**

**A. Field trip** for Bush Education Center, Culinary Arts Program, as attached.

**B. Field trip** for Wildwood Education Center, Digital Media Arts Program, as attached.

CARRIED UNANIMOUSLY

**8. BOARD PRESIDENT’S REPORT**

**A. Preferred Educational Future.**

Board President Keddell asked Board Members if they had any other questions or comments on the Board Goals. Everyone was fine with moving forward. Jim stated that the Board Goals will be on the February agenda for approval.

Board President Keddell asked Board Members if they had any questions or comments about the CDOS initiative. He stated that this is a very important alternative pathway for students. He further stated that the next generation of science standards should not hit our region too hard because of our link to STEM. Our region has been very involved in the inquiry-based philosophy and including engineering standards in our curriculums.

**9. Superintendent’s Report**

**A. SED Update**

District Superintendent Frame reported the following:

- Governor Cuomo has proposed that students from middle income families should be allowed to attend state two- or four-year colleges tuition free.
- The Governor will be doing regional meetings this year instead of a State of the State address.
- He and the Cabinet are working on a list of things districts would like to see BOCES do, such as being more aggressive in outreach. This has been started by having Jim, Sarah Vakkas, and Chris Weinman meet with districts individually. Jim would like BOCES to be more visible in the community through outreach and advertising, especially in the Adult Education area. He would like to reach out to people and businesses so they know what BOCES has to offer.
- Board President Keddell stated that the BOCES service philosophy combined with leadership responsibility would make BOCES well positioned to provide business leadership in this area.
- District Superintendent Frame distributed updates from SED.

**EXECUTIVE SESSION**

17-063

Upon the motion of Wheeler, seconded by Learn, it was resolved to move to executive session at 5:56 p.m. to discuss 11 employment history matters concerning particular persons.

CARRIED UNANIMOUSLY

**OPEN SESSION**

17-064

Upon the motion of Peoples, seconded by Scott, it was resolved to move to open session at 6:48 p.m.

CARRIED UNANIMOUSLY

**10. ADJOURNMENT**

17-065

Upon the motion of Apgar, seconded by Dlugos, it was resolved to adjourn the meeting at 6:49 p.m.

CARRIED UNANIMOUSLY

**Next Meetings**

Meeting	Date/Time	Location
Regular	2/7/17, 5:30 p.m.	• <b>Coopers Education Ctr.</b> , Bldg. 8, DL Room
Regular	3/7/17, 5:30 p.m.	• <b>Coopers Education Ctr.</b> , Bldg. 8, DL Room

Respectfully Submitted,