

**Board of Cooperative Educational Services  
435 Glenwood Road  
Binghamton, NY 13905-1699**

**AGENDA  
December 2, 2009**

**Proposed agenda for the Special Board Meeting scheduled for December 2, 2009 in the Education Center Board Room at the Broome-Tioga BOCES, 435 Glenwood Road, Binghamton, New York 13905-1699.**

**A. Call to Order**

1. Pledge of Allegiance
2. Meeting called to order
3. Quorum Check

**B. Routine Matters**

1. **Approval of Minutes** – Regular Board Meeting held on November 17, 2009.

**C. Old Business/Discussion**

1. **Report**                      Board Committees

**D. New Business**

1. **Report**                      Center Budget Presentation

**E. Business**

1. Approval of Monthly Financial Report. (Enclosure E1)
2. Approval of Amendment to 403(b) Plan (Enclosure E2)

**F. Purchasing**

1. (MSS) Bid Award. (Enclosure F1)
2. (MSS) Purchase of Equipment. (Enclosure F2)
3. (CTR) Permission to Participate in Cooperative Bid. (Enclosure F3)
4. Authorization for President to enter into and sign agreements. (Enclosure F4)
4. Disposals. (Enclosure F5)

**G. Personnel –Certified (Enclosure G)**

Appointments: G1  
Substitute Appointment: G2  
Emergency Conditional Substitute Appointment: G3  
Completion of Service: G4  
Leave of Absence: G5

**H. Personnel – Classified (Enclosure H)**

Appointments: H1  
Emergency Conditional Appointment: H2  
Completion of Service: H3  
Leave of Absence: H4

**I. Information/Reminders**

**December 16, 2009**  
**Broome-Tioga BOCES Board Room**

**Regular Meeting**  
**6:00 p.m.**

**January 20, 2009**  
**Broome-Tioga BOCES Board Room**

**Regular Meeting**  
**6:00 p.m.**

**ENCLOSURE B-1**

**DIVISION:** BOARD OF TRUSTEES

**BOARD ACTION:** APPROVAL OF MINUTES

**BOARD DATE:** DECEMBER 2, 2009

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**DESCRIPTION:** Minutes of the Regular Board Meeting held on November 17, 2009 (attached)

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**RESOLVED** that the Broome-Tioga Board of Cooperative Educational Services accept the minutes of the Regular Board Meeting held on November 17, 2009.

**Board of Cooperative Educational Services  
435 Glenwood Road  
Binghamton, NY 13905-1699**

**Board Meeting  
November 17, 2009**

- A. Call to Order** The Regular Board Meeting was called to order at 6:04 p.m. by Board President Mrs. Ruffo. A quorum check revealed the following:

**Members Present** Sandra Ruffo, President  
Ursula Hambalek, Vice President  
John Crosby, Trustee  
Roger Merrill, Trustee  
Peter Nowacki, Trustee

**Members Absent** Marcia Modlo, Trustee  
Don Vredenburg, Trustee

**Others** Allen Buyck, District Superintendent  
Kathy Sheehan, Assistant Superintendent  
Dawn Shannon, Assistant Superintendent  
John Lynch, Attorney  
Michelle Tirrell, Board Clerk  
Others

- B. Minutes**                      **Motion by:**                      **Mr. Merrill**  
   **Seconded by:**                      **Mr. Crosby**  
   **Motion Carried:**                      **5 yes, 0 no**

RESOLVED that, the Broome-Tioga Board of Cooperative Educational Services approve the minutes of the Special Board Meeting held on November 4, 2009.

**C. Old Business/Discussion**

**D. New Business**

**Recognition** The Board recognized the following staff members for their extraordinary efforts and support of the successful Celebrate Your Future event held on October 14, 2009: Tammy Eaves, Jeanne Johnson, Joan Knickerbocker, and Melissa Shade

**Report**                      **H1N1 Status** - Kathy Sheehan and Kathy Tanton gave an update on the H1N1 virus.

**Report**                      **New Visions Sustainable Communities** - Melissa Shade, the principal of EverTech & New Visions supervisor, Peter McWain, the New Visions teacher, and the Sustainable Communities students gave a brief overview of the New Visions course and shared some examples of what they are learning.

**Report**                      **Administrative/Capital Budgets** - Bill Powell presented the administrative and capital budgets for the 2010-2011 school year.

E. Business There were no Business items

F. Purchasing Motion by: Mr. Nowacki  
Seconded by: Mr. Merrill  
Motion Carried: 5 yes, 0 no

F1 **RESOLVED** that the President be authorized to enter into and sign the above AGREEMENTS.

G. Personnel – Certified  
Appointments: G1 Motion by: Mrs. Hambalek  
Seconded by: Mr. Crosby  
Motion Carried: 5 yes, 0 no

**RESOLVED** that, upon the recommendation of the District Superintendent, the following Appointments be approved:

Division: Instructional Programs

Name: **Dona Vermilya**  
Position Title: Teacher – Part Time  
Certification: Permanent  
Effective: 10/27/09  
Comment: Part time position, non-tenure bearing

Name: **Pamela Guth** – Adult Ed Instructor Part Time  
Comment: Re-appointment, received final fingerprint clearance for employment

Name: **Jodie Harding**  
Position Title: School Enrichment Teaching Assistant  
Effective: 11/19/09 – 6/30/10  
Comment: School Enrichment /Windsor

Personnel - Certified  
Emergency Conditional  
Appointment: G2

Motion by: Mr. Crosby  
Seconded by: Mr. Nowacki  
Motion Carried: 5 yes, 0 no

**RESOLVED** that, upon the recommendation of the District Superintendent, the following Emergency Conditional Appointment be approved:

Division: Instructional Programs

Name: **Leslie Salter** – LPN Instructor PT  
Comment: Re-appointment, pending final fingerprint clearance

Personnel - Certified  
Completions of Service: G3

Motion by: Mr. Merrill  
Seconded by: Mrs. Hambalek  
Motion Carried: 5 yes, 0 no

**RESOLVED** that, upon the recommendation of the District Superintendent, the following Completions of Service be approved:

**Division:** **Instructional Programs**

**Name:** **Jack Afarian**  
Position Title: Night Instructor  
Effective: 10/27/09

**Name:** **Allison Flesher**  
Position Title: Substitute Teacher D & Adult Ed Instructor - Part time  
Effective: 11/23/09

**Name:** **Renee Metera**  
Position Title: LPN Instructor – Part Time  
Effective: 10/27/09

**H. Personnel – Classified  
Appointments: H1**

**Motion by:** **Mr. Crosby**  
**Seconded by:** **Mr. Nowacki**  
**Motion Carried:** **5 yes, 0 no**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Appointments be approved:**

**Division:** **Instructional Programs**

**Name:** **Danielle Cruz** – Day Care Aide - Part Time  
**Rene Suknaich** – Day Care Aide – Part Time  
Comment: Re-appointment, received final fingerprint clearance for employment

**Personnel – Classified  
Emergency Conditional  
Appointments: H2**

**Motion by:** **Mr. Merrill**  
**Seconded by:** **Mr. Nowacki**  
**Motion Carried:** **5 yes, 0 no**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Emergency Conditional Appointments be approved:**

**Division:** **Instructional Programs**

**Name:** **Alicja Kosiba**  
Position Title: Teacher Aide  
Classification: Non-Competitive  
Effective: 11/2/09-11/2/10  
Comment: Replacement

**Name:** **Desirae Erne, Megan Riewerts**  
Position Title: School Enrichment Student Worker  
Effective: 10/28/09 – 6/30/10  
Comment: School Enrichment / Harpursville

**Personnel – Classified**

**Completion of Service: H3**

**Motion by:**

**Mr. Crosby**

**Seconded by:**

**Mrs. Hambalek**

**Motion Carried:**

**5 yes, 0 no**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Completion of Service be approved:**

**Division:** **Instructional Programs**

**Name:** **Casie Czekala**

Position Title: Teacher Aide

Effective: 11/9/09

**Personnel – Classified**

**Leaves of Absence: H4**

**Motion by:**

**Mr. Nowacki**

**Seconded by:**

**Mr. Merrill**

**Motion Carried:**

**5 yes, 0 no**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Leaves of Absence be approved:**

**Division:** **Center for Educational Support & Technology**

**Name:** **Keith Krempel**

Position Title: Network Specialist

FMLA concurrent  
with paid leave: 10/21/09 – 12/18/09

**Division:** **Instructional Programs**

**Name:** **Amanda Bickham**

Position Title: Teacher Aide

FMLA concurrent  
with paid leave: 10/23/09-10/27/09

FMLA unpaid leave  
of absence: 10/28/09-12/11/09

**Name:** **Alice Hamlin**

Position Title: Teacher Aide

Extension of unpaid  
leave of absence: 12/2/09-1/1/10

**Adjourned**

**Motion by:**

**Mr. Merrill**

**Seconded by:**

**Mrs. Hambalek**

**Motion carried:**

**5 yes, 0 no**

There being no further business the meeting was adjourned at 7:10 p.m.

  
Board Clerk

**DIVISION:** Business Administration  
**BOARD ACTION:** Approval of the Monthly Financial Report  
**BOARD DATE:** December 2, 2009

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Approval of the attached Monthly Financial Report for October 31, 2009.

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**RESOLVED** that the Broome-Tioga BOCES approve the Monthly Financial Report for October 31, 2009.



BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
BROOME, DELAWARE, TIOGA COUNTIES  
BUDGET STATUS AS OF 10/31/09

GENERAL FUND

	ORIGINAL BUDGET	CURRENT BUDGET	EXPENDED TO DATE	ENCUMBRD	PERCENT EXP + ENC	AVAILABLE BUDGET
ADMINISTRATION						
001-ADMINISTRATION	3,032,429.00	3,032,672.43	1,144,193.12	83,814.10	40%	1,804,665.21
002-CAPITAL	1,717,209.00	1,717,209.00	212,106.88	282,213.04	29%	1,222,889.08
OCCUPATIONAL EDUCATION						
101-SUMMER OCC ED	33,840.00	44,838.00	32,800.34	890.52	75%	11,147.14
102-OCCUPATIONAL ED	7,326,752.00	7,368,396.14	2,365,569.89	240,215.78	35%	4,762,610.47
105-MULTI OCCUPATIONAL EDUCATION	508,585.00	509,654.00	-164,856.68	6,616.73	-31%	667,893.95
INSTRUCTION-HANDICAPPED						
202-DISTRICT BASED 12:1+1	579,687.00	579,687.00	209,721.88	2,811.74	37%	367,153.38
204-12:1+4	1,405,620.00	1,410,336.73	532,959.73	15,651.55	39%	861,725.45
205-6:1+1 - DCMO BOCES	0.00	68,586.00	6,858.60	0.00	10%	61,727.40
212-12:1:1--WORKSTUDY	2,146,319.00	2,147,388.00	1,299,609.47	31,709.50	62%	816,069.03
213-12:1:1 -- CENTER-PALS	2,000,420.00	2,002,630.90	971,343.37	14,710.66	49%	1,016,576.87
214-8:1+1 CENTER-ALP	2,615,382.00	2,618,588.24	1,038,571.56	17,715.39	40%	1,562,301.29
215-8:1+1 DISTRICT	4,447,548.00	4,484,518.38	1,946,302.89	17,104.23	44%	2,521,111.26
216-8:1+1 CENTER-PALS	3,412,584.00	3,420,133.86	1,786,194.22	19,970.75	53%	1,613,968.89
219-ADOLESCENT DAY TREATMENT	256,926.00	256,926.00	66,119.50	1,153.76	26%	189,652.74
ITINERANT SERVICES						
303-ADAPTIVE PHYSICAL EDUCATION	440,100.00	440,100.00	99,862.10	9,380.06	25%	330,857.84
306-PSYCHOLOGIST	199,600.00	199,600.00	42,985.22	932.59	22%	155,682.19
307-SOCIAL WORKER	307,420.00	307,420.00	-389,714.66	289.86	-127%	696,844.80
309-VISUALLY IMPAIRED	314,700.00	314,700.00	84,344.21	4,445.22	28%	225,910.57
310-DEAF/HARD OF HEARING	295,680.00	295,680.00	187,217.75	12,775.34	68%	95,686.91
314-SPEECH--DISABLED	1,590,300.00	1,590,300.00	389,212.10	17,117.70	26%	1,183,970.20
315-SPEECH NONDISABLED	39,400.00	39,400.00	6,658.61	54.54	17%	32,686.85
320-ITINERANT ART	0.00	14,640.00	0.00	0.00	0%	14,640.00
329-INTERNAL AUDITOR - GST	0.00	42,865.00	12,859.24	0.00	30%	30,005.76
353-ITINERANT ESL	236,350.00	236,350.00	57,519.46	8,249.90	28%	170,580.64

ENCLOSURE E1-3  
GENERAL FUND CONTINUED

ADOPTED BUDGET	CURRENT BUDGET	EXPENDED TO DATE	ENCUMBRD	PERCENT EXP + ENC	AVAILABLE BUDGET
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GENERAL INSTRUCTION

402-ARTS IN ED - CAYUGA	0.00	24,625.00	2,736.11	0.00	11%	21,888.89
405-SUMMER MUSIC - SCT BOCES	0.00	5,025.00	1,005.00	0.00	20%	4,020.00
406-COOPERATIVE SUMMER SCHOOL	996,940.00	1,041,074.90	738,752.46	18,609.16	73%	283,713.28
407-EQUIVALENT ATTENDANCE	10,632.00	10,632.00	2,977.32	1,162.76	39%	6,491.92
410-EXPLORATORY ENRICHMENT	258,638.00	1,264,075.60	597,179.99	185,710.53	62%	481,185.08
411-PERFORMING ARTS	142,676.00	147,577.55	27,720.80	33,735.00	42%	86,121.75
412-ENVIRONMENTAL EDUCATION	170,463.00	179,944.71	52,370.15	17,857.80	39%	109,716.76
420-EVERGREEN	6,066,708.00	6,080,081.04	2,432,391.40	18,653.58	40%	3,629,036.06
421-FORENSICS SPEECH -ONC	0.00	800.00	120.00	0.00	15%	680.00
452-GED ALTERNATIVE HIGH SCHOOL	653,895.00	655,636.00	256,518.40	2,147.32	39%	396,970.28
456-CONTINUING EDUCATION	1,193,410.00	1,448,757.00	839,517.87	26,173.10	60%	583,066.03
460-DISTANCE LEARNING	370,252.00	364,675.40	109,501.43	4,648.67	31%	250,525.30

INSTRUCTIONAL SUPPORT

503-PRIMARY MENTAL HEALTH - MONROE	0.00	2,940.00	367.50	0.00	13%	2,572.50
504-EDUCATIONAL COMMUNICATION	428,678.00	425,496.00	203,788.87	16,823.21	52%	204,883.92
505-LIBRARY AUTOMATION	168,825.00	173,855.49	109,867.19	785.83	64%	63,202.47
506-SCHL LIBRARY SYSTEM	197,602.00	246,987.19	166,804.74	8,535.72	71%	71,646.73
507-BUSINESS SCHOOL ALLIANCE	152,933.00	163,843.00	25,447.47	1,015.15	16%	137,380.38
510-OCC PHYS THERAPY	1,980,000.00	1,980,115.19	471,078.13	13,883.13	24%	1,495,153.93
512-DUPLICATING CENTER	1,843,474.00	1,981,360.54	685,760.32	176,267.52	44%	1,119,332.70
514-EXPANDED MICRO	340,231.00	332,481.00	108,403.86	2,528.80	33%	221,548.34
518-ACADEMIC COMPETITIONS	39,374.00	37,224.00	1,890.11	92.88	5%	35,241.01
519-SACI - MADISON BOCES	0.00	27,414.00	4,198.36	0.00	15%	23,215.64
520-PRINTING SERVICE - DC BOCES	112,950.00	112,950.00	27,586.45	0.00	24%	85,363.55
521-PROJECT LEAD THE WAY - ONE	0.00	35,994.00	35,993.14	0.00	100%	0.86
525-WORKSHOPS - STEUBEN	0.00	2,125.00	425.00	0.00	20%	1,700.00
528-SCI - GENESSE VALLEY	0.00	300.00	16.67	16.67	11%	266.66
529-SECTION IV DUES - DC BOCES	61,283.00	61,283.00	5,177.65	0.00	8%	56,105.35
531-MODEL SCHOOLS - TST	0.00	5,760.00	1,728.00	0.00	30%	4,032.00
539-AED - TST BOCES	0.00	4,804.00	1,441.17	0.00	30%	3,362.83
540-SCHOOL IMPROVEMENT - ALBANY	0.00	21,715.00	4,617.65	0.00	21%	17,097.35
547-SCHOOL IMPROVEMENT - OCM	0.00	1,075.00	107.50	0.00	10%	967.50
550-STAFF DEVELOPMENT	27,765.00	40,337.00	10,629.13	0.00	26%	29,707.87
551-SCHOOL/CURRICULUM IMPROVEMENT	1,691,079.00	1,964,439.07	715,356.43	126,695.81	43%	1,122,386.83
552-MODEL SCHOOLS	346,367.00	443,075.20	197,191.25	2,862.79	45%	243,021.16
556-MICRO BASED GUIDANCE	36,505.00	37,405.00	26,800.32	0.00	72%	10,604.68
557-INSTRUCTIONAL NETWORK SYSTEM	3,086,911.00	4,942,784.53	3,144,949.93	439,911.54	73%	1,357,923.06
586-GROWING HEALTHY	56,411.00	66,790.38	12,843.40	400.98	20%	53,546.00

ENCLOSURE E1-4  
GENERAL FUND CONTINUED

	ADOPTED BUDGET	CURRENT BUDGET	EXPENDED TO DATE	ENCUMBRD	PERCENT EXP + ENC	AVAILABLE BUDGET
OTHER SERVICES						
601-EMPLOYEE RELATIONS - DCMO	0.00	20,785.00	2,078.50	0.00	10%	18,706.50
603-HANDICAPPED TRANS - ROME	0.00	73,416.00	15,162.00	56,658.00	98%	1,596.00
607-HEALTH & SAFETY-TST	20,036.00	20,036.00	6,010.87	0.00	30%	14,025.13
608-RECRUITMENT - PUTNAM	0.00	2,500.00	250.00	0.00	10%	2,250.00
610-COMPUTER SERVICE ADMIN	18,913,317.00	20,961,002.01	9,133,635.90	1,052,765.91	49%	10,774,600.20
611-TELEPHONE INTERCONNECT	994,007.00	1,069,803.51	293,930.85	511,047.84	75%	264,824.82
613-NEGOTIATIONS-CAYUGA	144,950.00	144,950.00	26,760.00	0.00	18%	118,190.00
621-RISK MANAGEMENT - GST BOCES	178,356.00	181,409.00	35,614.60	0.00	20%	145,794.40
622-DRUG TESTING - SCT BOCES	0.00	4,118.00	823.60	0.00	20%	3,294.40
623-TEACHER REGISTRY	104,551.00	104,811.00	21,437.66	22,653.00	42%	60,720.34
624-COOPERATIVE FOOD SERVICE	1,328,429.00	1,444,694.94	359,359.29	91,611.48	31%	993,724.17
625-HEALTH & SAFETY	131,486.00	134,206.00	24,568.76	3,379.31	21%	106,257.93
627-PUBLIC INFORMATION SERVICE	433,361.00	429,287.35	-77,819.14	13,861.36	-15%	493,245.13
628-RESEARCH PLANNING SVCE	76,562.00	76,562.00	25,356.50	1,959.91	36%	49,245.59
629-REGIONAL RECRUITING	78,446.00	86,042.98	20,978.76	2,716.41	28%	62,347.81
632-STATE AID PLANNING - RCG BOCES	74,756.00	74,756.00	4,291.00	0.00	6%	70,465.00
636-GASB 45 - QUESTAR	0.00	21,000.00	2,100.00	0.00	10%	18,900.00
645-GASB 45 - CLINTON ESSEX	0.00	4,860.00	1,377.00	0.00	28%	3,483.00
650-POLICY MANUAL - ERIE 1	4,190.00	5,885.00	1,961.64	0.00	33%	3,923.36
665-DRUG/ALCOHOL TESTING - TST	0.00	1,328.00	398.25	0.00	30%	929.75
666-WASTE REMOVAL - TST BOCES	35,456.00	35,456.00	10,319.98	0.00	29%	25,136.02
667-BUS DRIVER TRAINING - TST	0.00	6,739.00	2,021.58	0.00	30%	4,717.42
670-NATUAL GAS - OCM BOCES	37,850.00	37,850.00	3,317.00	0.00	9%	34,533.00
680-CENTRAL BUSINESS OFFICE	3,400,831.00	3,409,576.90	1,122,848.01	45,333.14	34%	2,241,395.75
GENERAL FUND TOTAL	79,297,437.00	85,829,152.16	33,998,482.58	3,688,327.27	44%	48,142,342.31
ALLOCATED PROGRAMS						
701-O&M ED CENTER	4,019,831.00	4,599,442.52	1,653,571.46	1,251,325.79	63%	1,694,545.27
702-TRANSPORTATION	359,954.00	359,954.00	104,717.88	79,891.17	51%	175,344.95
704-CENTRAL SERVICES	144,931.00	144,931.00	59,929.16	49,003.47	75%	35,998.37
718-NETWORK OPERATING CENTER	916,260.00	925,156.63	265,406.14	19,197.84	31%	640,552.65
719-BOCES NETWORK SUPPORT	1,042,335.00	1,042,335.00	439,512.12	95,932.90	51%	506,889.98
720-CEP SUPPORT SERVICE	442,009.00	442,009.00	166,335.51	4,384.57	39%	271,288.92
722-HEALTH OFFICE	214,920.00	221,595.00	41,789.92	8,141.51	23%	171,663.57
723-CEP TECH SUPPORT	68,594.00	68,594.00	14,538.31	562.61	22%	53,493.08
730-CENTER SUPPORT	1,271,989.00	1,303,606.00	968,177.69	-447.92	74%	335,876.23
740-IP SUPPORT	3,686,067.00	3,687,131.06	2,824,933.73	14,805.56	77%	847,391.77
750-ASSIST SUPT OFFICE	589,622.00	589,622.00	209,918.07	12,283.22	38%	367,420.71
TRANSFER CREDITS	-12,756,512.00	-12,780,540.00	-12,780,540.00	0.00	100%	0.00
ALLOCATED PROGRAMS	0.00	603,836.21	-6,031,710.01	1,535,080.72	6.44	5,100,465.50
TOTAL	79,297,437.00	86,432,988.37	27,966,772.57	5,223,407.99	38%	53,242,807.81

ENCLOSURE E1-5  
CAFETERIA FUND

BUDGET STATUS AS OF 10/31/09

	ADOPTED BUDGET	CURRENT BUDGET	EXPENDED TO DATE	ENCUMBRD	PERCENT EXP + ENC	AVAILABLE BUDGET
791-SCHOOL LUNCH PROGRAM	66,000.00	80,574.18	4,158.10	64,116.34	85%	12,299.74
TOTALS - CAFETERIA FUND	66,000.00	80,574.18	4,158.10	64,116.34	85%	12,299.74

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
 BROOME, DELAWARE, TIOGA COUNTIES  
 BUDGET STATUS AS OF 10/31/09

ENCLOSURE E1-6

**09/10 SPECIAL AID FUND PROGRAMS**

	APPROVED BUDGET	CURRENT BUDGET	EXPENDED TO DATE	ENCUMBRD	PERCENT EXP + ENC	AVAILABLE BUDGET
90110Y0-CAREER PATHWAYS	275,405.00	275,405.00	45,181.65	10,032.29	20%	220,191.06
90410Y0-ENHANCING EDUC THRU TECHN	224,862.00	224,862.00	138,574.16	16,210.00	69%	70,077.84
90609Y9-GED TEST ADMINISTRATION	74,240.00	74,240.00	25,773.91	0.00	35%	48,466.09
90811Y1-BLDG BRIGHTER FUTURES	100,000.00	100,000.00	25,000.00	0.00	25%	75,000.00
91410Y0-COPS EARLY EDUCATOR PROF	100,638.00	100,638.00	76,903.12	507.62	77%	23,227.26
91609Y9-LEGISLATIVE SENATE GRANT	294,095.00	294,095.00	36,606.66	0.00	12%	257,488.34
91610Y9-LSG/SCSA	81,592.00	81,592.00	46,531.25	0.00	57%	35,060.75
91611Y9-LSG/LEADERSHIP ACADEMY	26,494.00	26,494.00	0.00	0.00	0%	26,494.00
91810Y0-SCHOOL LIBRARY SYSTEM	94,386.00	94,386.00	34,967.06	0.00	37%	59,418.94
92310Y0-CAREGIVER CONNECTION PROG	19,860.00	19,860.00	7,711.33	187.78	40%	11,960.89
93013Y3-SAFE SCHOOLS/HLTHY STUDENT	700,994.00	700,994.00	5,953.63	0.00	1%	695,040.37
93113Y3-SAFE SCHOOLS/HLTHY STUDENT	701,898.00	701,898.00	3,969.08	0.00	1%	697,928.92
94510Y0-TEACHING WITH PRIMARY RECOL	13,900.00	13,900.00	149.25	368.25	4%	13,382.50
94610Y0-IEP AIDES & MONITORS	323,683.00	323,683.00	213,735.00	0.00	66%	109,948.00
94710Y0-TEACHING AMERICAN HISTORY	326,856.00	658,711.00	484,734.11	80,787.39	86%	93,189.50
95010Y0-SUMMER WIA	255,497.00	255,497.00	205,705.02	0.00	81%	49,791.98
95410Y0-MENTOR TEACHER INTERNSHIP	11,008.00	11,008.00	0.00	0.00	0%	11,008.00
95810Y0-WIA TITLE II	79,184.00	79,184.00	19,396.18	132.37	25%	59,655.45
95910Y0-NEGLECTED & DELINQUENT	148,879.00	148,879.00	5,359.65	0.00	4%	143,519.35
96510Y0-SUMMER RELATED SERVICES	1,922.00	2,900.00	2,890.86	0.00	100%	9.14
97410Y0-INCARCERATED YOUTH	323,246.00	323,246.00	92,712.88	142.37	29%	230,390.75
97510Y0-EMPLOYMENT PREP EDUCATION	193,402.00	193,402.00	58,942.94	84.65	31%	134,374.41
97710Y0-REG SPEC ED TECH ASSIST SUPP	284,973.00	284,973.00	53,863.64	4,064.65	20%	227,044.71
98210Y0-SUMMER SCHOOL	1,017,549.00	1,017,549.00	771,460.89	3,798.00	76%	242,290.11
99110Y0-SUMMER TANF	400,000.00	400,000.00	344,316.05	0.00	86%	55,683.95
<b>TOTAL FEDERAL FUND</b>	<b><u>\$6,074,563.00</u></b>	<b><u>\$6,407,396.00</u></b>	<b><u>\$2,700,438.32</u></b>	<b><u>\$116,315.37</u></b>	<b>44%</b>	<b><u>\$3,590,642.31</u></b>

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
 BROOME, DELAWARE, TIOGA COUNTIES  
 BUDGET STATUS AS OF 10/31/09

ENCLOSURE E1-7

**08/09 SPECIAL AID FUND PROGRAMS**

	APPROVED BUDGET	CURRENT BUDGET	EXPENDED TO DATE	ENCUMBRD	PERCENT EXP + ENC	AVAILABLE BUDGET
90109Y9-TECH PREP	275,405.00	275,405.00	236,900.64	0.00	86%	38,504.36
90308Y8-SLS SUPPLEMENTARY AID	50,381.00	50,381.00	46,468.18	402.00	99%	3,510.82
90309Y9-SLS SUPPLEMENTARY AID	48,422.00	48,422.00	12,462.40	1,614.29	29%	34,345.31
91009Y9-DISTANCE LEARNING PROJECT	55,000.00	55,000.00	54,660.10	0.00	99%	339.90
91109Y9-DARE TO DREAM	2,829.00	2,829.00	2,530.37	0.00	89%	298.63
91809Y9-SCHOOL LIBRARY SYSTEM	102,363.00	102,363.00	98,724.06	80.00	97%	3,558.94
93809Y9-SCHOOL LIB SYST AUTOMATION	10,236.00	10,236.00	10,109.53	0.00	99%	126.47
95409Y9-MENTOR TEACHER INTERNSHIP	58,621.00	58,621.00	45,285.07	0.00	77%	13,335.93
95909Y9-NEGLECTED & DELINQUENT	121,334.00	121,334.00	93,862.79	2,095.71	79%	25,375.50
96509Y9-SCHOOL AGE RELATED SVCS.	6,290.00	6,290.00	2,883.74	0.00	46%	3,406.26
97409Y9-INCARCERATED YOUTH	323,431.00	323,431.00	282,077.01	0.00	87%	41,353.99
98109Y9-VATEA SECONDARY FORMULA	189,414.00	189,414.00	153,048.36	0.00	81%	36,365.64
98209Y9-SUMMER SCHOOL	968,331.00	968,331.00	912,355.94	0.00	94%	55,975.06
9839Y9 -SUMMER PRESCHOOL	42,568.00	42,568.00	34,935.49	0.00	82%	7,632.51
9879Y9 -PRESCHOOL	1,008,171.00	1,008,171.00	917,099.24	0.00	91%	91,071.76
99609Y9-MEDICAID REIMBURSEMENT	133,100.00	133,100.00	129,218.74	0.00	97%	3,881.26
TOTAL FEDERAL FUND	<u>\$3,395,896.00</u>	<u>\$3,395,896.00</u>	<u>\$3,032,621.66</u>	<u>\$4,192.00</u>	89%	\$359,082.34

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
 BROOME, DELAWARE, TIOGA COUNTIES  
 TREASURER'S REPORT  
 OCTOBER 31, 2009

ENCLOSURE E1-8

RECEIPTS AND DISBURSEMENTS FOR MONTH

	GENERAL	SPECIAL AID	TRUST & AGENCY	CAFETERIA	FACILITIES REPAIR RESERVE	STUDENT ACTIVITY	
CASH, BEGINNING	4,264,169.71	92,124.92	534,287.12	116,916.89	1,189,418.65	24,712.77	6,221,630.06
<u>RECEIPTS</u>							
RECEIVED ON CONTRACT	6,794,061.43	0.00	0.00	0.00	0.00	0.00	
RAN	0.00	0.00	0.00	0.00	0.00	0.00	
STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	
OTHER RECEIPTS	537,338.45	1,030,437.59	4,268,884.82	6,618.51	531.78	4,249.42	
TOTAL RECEIVED	7,331,399.88	1,030,437.59	4,268,884.82	6,618.51	531.78	4,249.42	
<u>DISBURSEMENTS</u>							
EXPENDITURES	2,079,228.42	130,509.42	1,069,207.49	375.66	23,988.90	2,671.38	
SURPLUS	0.00	0.00	0.00	0.00	0.00	0.00	
STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	
PAYROLL/OTHER	4,164,701.08	144,711.89	3,169,220.20	0.00	0.00	0.00	
TOTAL DISBURSED	6,243,929.50	275,221.31	4,238,427.69	375.66	23,988.90	2,671.38	
CASH, ENDING	<u>5,351,640.09</u>	<u>847,341.20</u>	<u>564,744.25</u>	<u>123,159.74</u>	<u>1,165,961.53</u>	<u>26,290.81</u>	<u>8,079,137.62</u>

BANK RECONCILIATIONS

BANK AND ACCOUNT	BALANCE PER BANK	- CHECKS OUTSTNDG	+ DEPOSIT IN TRANST	+/- BANK ADJSTMNTS	BOOK BAL
JP MORGAN CHASE-GENERAL	5,841,362.76	489,722.67	0.00	0.00	5,351,640.09
JP MORGAN CHASE-SPECIAL AID	862,673.87	19,485.41	4,152.74	0.00	847,341.20
JP MORGAN CHASE-TRUST	565,451.43	8,547.75	7,840.57	0.00	564,744.25
JP MORGAN CHASE-CAFETERIA	118,111.40	375.66	5,424.00	0.00	123,159.74
JP MORGAN CHASE-FRR	1,177,673.53	11,712.00	0.00	0.00	1,165,961.53
JP MORGAN CHASE-PAYROLL	67,877.88	67,957.06	79.18	0.00	0.00
JP MORGAN - STUDENT ACTIVITY	25,992.16	55.89	354.54	0.00	26,290.81
TOTALS	8,659,143.03	597,856.44	17,851.03	0.00	<u>8,079,137.62</u>

BANK OF NY COLLATERAL COVERAGE 12,707,453.51

\* TOTAL INTEREST YEAR TO DATE 25,494.77

TREASURER

**DIVISION:** Business Administration  
**BOARD ACTION:** Amendment to 403(b) Plan  
**BOARD DATE:** December 2, 2009

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WHEREAS, the BROOME-TIOGA BOCES ("District") maintains the BROOME-TIOGA BOCES 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the 3rd day of December, 2008 by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to modify and amend the Plan as regards paragraph 2.7 to read as follows:

**2.7 Nonelective Employer Contributions**

The Employer shall contribute to the Plan an amount equal to a percentage of the value of the Participant's Accumulated Leave based on accrued but unused sick leave and vacation pay on an annual basis. The value of the Participant's Accumulated Leave based on accrued but unused sick leave and vacation pay shall be determined by multiplying the rate of pay determined in accordance with the Employer's collective bargaining agreement or memorandum of agreement or equivalent for the Participant by the amount of the Participant's Accumulated Leave based on accrued but unused sick leave and vacation pay. For the value of any Accumulated Leave based on accrued but unused sick leave and vacation pay to be contributed to the Plan, such Accumulated Leave must not have been eligible to be paid to the Employee at the Employee's election prior to such contribution, other than taken as actual sick leave or vacation. No other Employer Non-Elective Contributions, other than accrued but unused sick leave and vacation pay shall be permitted under the Plan.

The Employer shall be solely responsible for determining that a contribution is Non-Elective. Neither The OMNI Group, Inc., nor any recordkeeper, nor any Participating Service Provider, shall have any right or duty to inquire into the amount or appropriateness of any Non-Elective Employer Contribution made by the Employer, the method used in determining the amount of any such contribution, or to collect the same.

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**BE IT RESOLVED** that paragraph 2.7 of the Broome-Tioga BOCES 403(b) Retirement Plan is hereby restated and amended to read as stated above and  
**BE IT FURTHER RESOLVED** that the Plan, as restated and amended is hereby approved and adopted.



**DIVISION:** Management Support Services

**BOARD ACTION:** Award for Bid # MSS-34-SV-10

**BOARD DATE:** December 2, 2009

**PROPOSAL TITLE:** Duplicating/Printing Outsourcing

**THE FOLLOWING VENDORS RECEIVED BID PROPOSALS:**

Broome County Info Tech	Carr Printing
Curcio Printing	Staples Business Advantage
Product Research	Fedex Office

**THE FOLLOWING VENDORS RESPONDED:**

Broome County Info Tech	Southern Tier Printing
Carr Printing	Product Research

**CONTRACT TERM:** December 3, 2009 through November 30, 2010

This bid is intended to determine the most cost effective vendors to outsource Duplicating Center projects to meet customer demand. Due to the nature of the proposal, total expenditure cannot be estimated.

**BID TABULATION**

Group	Broome County Info Tech	Carr Printing	Fedex Office	Product Research
A- Letterhead	No Bid	<b>\$553.00</b>	Obscure	No Bid
B- Letterhead Envelopes	No Bid	<b>\$921.00</b>	Obscure	Bo Bid
C- Black & White Copies Unstapled	<b>\$0.250</b>	\$0.589	Obscure	\$0.367
D- Black & White Copies Stapled	\$0.400	\$0.709	Obscure	<b>\$0.367</b>
E- Full Color Copies Unstapled	<b>\$0.912</b>	\$1.900	Obscure	\$1.031
F- Full Color Copies Stapled	<b>\$0.992</b>	\$1.980	Obscure	\$1.031
C-F Grand Total	<b>\$2.554</b>	\$5.178	Obscure	\$2.796

Recommend Fedex Office bid be rejected as unresponsive due to non-compliance with bid specifications. Comparative pricing could not be determined.

**RESOLVED** that the Broome-Tioga BOCES rejects the bid from Fedex Office.

**RESOLVED** that the Broome-Tioga BOCES accepts the low bid from Carr Printing for Groups A and B, Letterhead and Matching Letterhead Envelopes; from Broome County Info Tech for Groups C-F, Black & White Copies and Full Color Copies for Bid # MSS-34-SV-10, Duplicating/Printing Outsourcing.

**DIVISION:** Management Support Services (HR)

**BOARD ACTION:** Purchase of Equipment

**BOARD DATE:** December 2, 2009

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<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
1	Livescan Fingerprinting System	\$13,500.00
1	Dedicated Computer w/ software	\$400.00
	<b>TOTAL COST</b>	<b>\$13,900.00</b>

**SOURCE OF FUNDING:** 001-1250, Non-instructional Equipment

**BASIS OF ORDER:** Intergovernmental Purchase

**RATIONALE**

**FOR PURCHASE:**

BOCES is in need of a fingerprinting system to service component school districts, as mandated by New York State. Since Union Endicott CSD presently owns a nearly new system and wishes to participate in the BOCES Cooperative Service in the future, the equipment has been offered to BOCES at fair market value.

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**RESOLVED** that the Broome-Tioga BOCES authorizes the intergovernmental purchase of a Livescan Fingerprinting System and related equipment from Union Endicott Central School District.

**DIVISION:** The Center for Educational Support and Technology

**BOARD ACTION:** Permission to Participate in Cooperative Bid

**BOARD DATE:** December 2, 2009

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**ITEMS:** The goal of this bid is to have Ethernet connectivity between eleven BOCES Regional Information Centers (RIC).

**WHEREAS,** It is the plan of a number of Boards of Cooperative Educational Services (BOCES) in New York State to bid jointly RIC to RIC Connectivity, and

**WHEREAS,** The Broome-Tioga Board of Cooperative Educational Services (BOCES) desires to participate with other Boards of Cooperative Educational Services (BOCES) in New York State in the joint bid for RIC to RIC Connectivity mentioned above as authorized by General Municipal Law, Section 119-0, therefore

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**BE IT RESOLVED,** that the Board of Education of the Broome-Tioga Board of Cooperative Educational Services (BOCES) authorizes Monroe 1 BOCES to represent it in all matters leading up to the entering into contracts for the purchase of the above mentioned RIC to RIC Connectivity, and

**BE IT FURTHER RESOLVED,** that the Board of Education of the Broome-Tioga Board of Cooperative Educational Services (BOCES) agrees to assume its equitable share of the costs of the Agreement, and

**BE IT FURTHER RESOLVED,** that the Board of Education of the Broome-Tioga Board of Cooperative Educational Services (BOCES) agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) abide by the recommendations of the Monroe 1 BOCES for the award of and execution of contract.

**BOARD ACTION: AGREEMENTS**  
**BOARD DATE: DECEMBER 2, 2009**

**ENCLOSURE F4-1**

<u>#</u>	<u>AGREEING PARTY</u>	<u>ITEM(s)</u>	<u>DIV.</u>	<u>COST</u>	<u>EFFECTIVE DATE(s)</u>
230	Pam Berger	Consultant Services: Workshop presenter "AASL Standards for the 21st Century".	CTR	\$1,500.00 +Expense	Dec. 10, 2009
231	Marijane Wojtowitz	Arts in Education Program	CTR	Based on District Participation	Dec. 3, 2009 - Jun. 30, 2010
232	Regi Carpenter	Arts in Education Program	CTR	Based on District Participation	Dec. 3, 2009 - Jun. 30, 2010
233	Ellen Mnich (Aunt Helen's Closet)	Arts in Education Program	CTR	Based on District Participation	Dec. 3, 2009 - Jun. 30, 2010
234	Sullivan County Community College	Communications & Media Arts Articulation College Credits Agreement	IP	N/A	Dec. 3, 2009
235	Electronic Business Products	General Maintenance Agreement: Ricoh digital duplicator HQ9000 (Duplicating Dept.)	MSS	\$588.00 + copy overage	Jan.1 - Jun.30, 2010
236	Broome-Tioga-Delaware Health Insurance Consortium	Supply BOCES treasurer and assistant treasurer to fill similar Consortium functions.	MSS	Revenue	Jul. 1, 2009 - Jun. 30, 2010
237	Product Research Co., Inc.	Storage space rental agreement	MSS	TBD	Dec. 3, 2009 - Jun. 30, 2010

**RESOLVED** that the President be authorized to enter into and sign the above agreements.

**BOARD ACTION:** Disposal of Surplus Equipment

**ENCLOSURE F5-1**

**BOARD DATE:** December 2, 2009

ITEM #	ITEM	TAG #	DIV	REASON	DISPOSAL METHOD
21056	M800 TERMINAL	14195	CTR	OBSOLETE	RECYCLE CENTER (WORCESTER)
21057	M800 TERMINAL	8352	CTR	OBSOLETE	RECYCLE CENTER (OXFORD)
21058	M800 TERMINAL	26916	CTR	OBSOLETE	RECYCLE CENTER (OXFORD)
21059	M800 TERMINAL	8832	CTR	OBSOLETE	RECYCLE CENTER (LAURENS)
21060	JIVA TOUCHPANEL	30571	CTR	OBSOLETE	RECYCLE CENTER (SHERBURNE)
21061	JIVA TOUCHPANEL	30574	CTR	OBSOLETE	RECYCLE CENTER (SHERBURNE)
21062	JIVA TOUCHPANEL	30573	CTR	OBSOLETE	RECYCLE CENTER (SHERBURNE)
21063	JIVA TOUCHPANEL	30570	CTR	OBSOLETE	RECYCLE CENTER (SHERBURNE)
21064	JIVA TOUCHPANEL	30572	CTR	OBSOLETE	RECYCLE CENTER (SHERBURNE)

**RESOLVED** that the surplus items listed are worthless and not marketable, and should be disposed of and removed from the BOCES inventory.

**DIVISION:** BOARD OF TRUSTEES

**BOARD ACTION:** CERTIFIED

**BOARD DATE:** December 2, 2009

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**Personnel - Certified**

**Appointments: G1**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Appointments be approved:**

**Division:** Instructional Programs

**Name:** Robert Glielmi, Brian Kinney, Steven Virkler

Position Title: School Enrichment Teacher

Effective: 12/3/09 – 6/30/10

Comment: School Enrichment /Owego Apalachin

**Name:** Kathryn Snyder

Tenure Area: Special subject tenure area: Education of children with handicapping conditions – General Special Education: 30.8 (a) (7)

Certification: Initial - SWD – Grades 1-6

Probationary Period: 11/16/09 – 11/16/12

Comment: Long Term Substitute to Teacher

**Personnel - Certified**

**Substitute Appointments: G2**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Substitute Appointments be approved:**

**Division:** Instructional Programs

**Name;** Robert Bowker

Class: D

Effective: 11/13/09

**Name;** Mary Grace Dixon

Class: C

Effective: 11/12/09

**Name;** Bhuvanewari Premkumar

Class: D

Effective: 11/12/09

**Personnel - Certified  
Emergency Conditional  
Substitute Appointment: G3**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Substitute Emergency Conditional Appointment be approved:**

**Division: Instructional Programs**

**Name; Melissa Rafael**  
Class: D  
Effective: 11/10/09

**Personnel - Certified  
Completions of Service: G4**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Completions of Service be approved:**

**Division: Instructional Programs**

**Name: Emily Buss, Julie Clifford, Corinne Curtis, Megan Josey,  
Elizabeth Lawrence, Diana Oliver, Kelly Scanlon, Joanne Thomas,  
Maggie Wallens**  
Position Title: Substitute Teacher D  
Effective: 10/30/09

**Personnel - Certified  
Leave of Absence: G5**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Leave of Absence be approved:**

**Division: Instructional Programs**

**Name: Wendy Bucci**  
Position Title: Teacher  
FMLA, concurrent  
with paid leave: 11/4/09-2/18/10

**DIVISION:** BOARD OF TRUSTEES

**BOARD ACTION:** CLASSIFIED

**BOARD DATE:** December 2, 2009

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**Personnel – Classified  
Appointments: H1**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Appointments be approved:**

**Division:** **Center for Educational Support & Technology**

**Name:** **Eric Brundege**  
Position Title: IT Project Coordinator  
Classification: Competitive  
Type: Provisional  
Effective: 12/3/09  
Comment: New Position

**Name:** **Scott Vosbury**  
Position Title: IT Project Coordinator  
Classification: Competitive  
Type: Provisional  
Effective: 12/3/09  
Comment: New Position

**Division:** **Instructional Programs**

**Name:** **Patricia Mariano**  
Position Title: Teacher Aide  
Classification: Non-Competitive  
Effective: 11/16/09 – 11/16/10  
Comment: Replacement

**Division:** **Management Support Services/Central Business Office**

**Name:** **Elizabeth Donahue**  
Position Title: School Business Executive  
Classification: Competitive  
Type: Permanent  
Effective: 11/9/09  
Comment: Probationary to Permanent



**Division:** Management Support Services/Food Services

**Name:** Thomas Nunn  
Position Title: School Lunch Director  
Classification: Competitive  
Type: Permanent  
Effective: 11/6/09  
Comment: Probationary to Permanent

**Personnel – Classified**  
**Emergency Conditional**  
**Appointment: H2**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Emergency Conditional Appointment be approved:**

**Division:** Operations & Maintenance

**Name:** James Hyatt  
Position Title: Cleaner  
Classification: Non-Competitive  
Effective: 11/16/09-11/16/10  
Comment: Replacement

**Personnel – Classified**  
**Completion of Service: H3**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Leave of Absence be approved:**

**Division:** Business Administration

**Name;** Valerie Vavra  
Position Title: Accountant (Schools)  
Effective: 12/7/09

**Personnel – Classified**  
**Leave of Absence: H4**

**RESOLVED that, upon the recommendation of the District Superintendent, the following Leave of Absence be approved:**

**Division:** Instructional Programs

**Name:** Jacqueline Morgan  
Position Title: Licensed Practical Nurse  
FMLA, concurrent  
with paid leave: 10/13/09-11/24/09