Official Minutes
Cattaraugus-Allegany-Erie-Wyoming BOCES
Regular Meeting

DATE: June 5, 2013
TIME: 4:30 PM
PLACE: Center at Ellicottville

BOARD MEMBERS PRESENT: Susan Potter, President
Robert Keenan, Vice President
Maxine Dowler
Brian Eaton
Charles Joyce
Heinke Lillenstein
Lou Nicol

BOARD MEMBERS ABSENT: Gilbert Green
Brad Sande

STAFF PRESENT: Lynda Quick, District Superintendent
Sally Nenno, District Clerk
Thomas Potter, Controller
Pam Kirkwood, Director Personnel & Labor Relations
Carol Fial, Director Special Education
Mike Graf, Director Technology
Tracie Preston, Director CTE
Tim Cox, Director Instructional Support Services
Kathleen Brisky, Principal
Steve Dieteman, Principal
Noel Sheehy, Principal
Dean McNight, Manager Facility Services
Cindy Crandall, Program Manager
Brian Crawford, Program Manager
Deanna Steffenhagen, BESPA Representative

President Susan Potter called the meeting to order at 4:35 p.m. with the Pledge of Allegiance.

Todd McLaughlin and Paula Swier reported on Skills USA from the Olean Center and told of fundraisers they held this year.

4:37 – Brian Eaton arrived.
Jim Schifley and Ed Arnold talked about the costs that it takes to send students to regionals, states and nationals. They also reviewed events they hold to help raise funds. Two students spoke of their experiences in Skills USA.

Kristina Ellis said there are twelve new members in FFA this year at the Ellicottville Center. FFA is largest youth organization in the US. A student that has been in FFA for six years shared her experiences.

Lynn Telaak gave an FFA Annual Report for the Olean Center.
Tom Murphy spoke on the FFA program at the Belmont Center and presented a slide show.

Motion by H. Lillenstein, second by C. Joyce to approve the minutes of the regular board meeting held May 1, 2013 and the special meeting held May 20, 2013. 7 Ayes, 0 No votes. Motion carried.

Motion by L. Nicol, second by B. Eaton to approve the regular monthly financial reports for the month of April 2013. 7 Ayes, 0 No votes. Motion carried.

Equipment purchases were noted.

Executive – Met today and reviewed the agenda.
Audit - Met on May 23 and reviewed a draft copy of the internal audit report. There is a need for written procedures.

Kathleen Brisky introduced Carly Nuemann as the new Animal Science Teacher and FFA Advisor at the Belmont Center.

Tracie Preston presented some calendars to the board that the Graphics class made.

Motion by R. Keenan, second by L. Nicol to approve contracts/agreements as listed below. 7 Ayes, 0 No votes. Motion carried.
DEC, for an agreement to log State game lands in Ellicottville, NY for the period of April 13, 2013 through March 31, 2014 in the amount of $486.00.
Olean General Hospital, for occupational and physical therapy services for the period of July 1, 2013 through June 30, 2014 at the rate of $63 per hour, on an as needed basis,
Premier Consulting, for an Addendum to the Business Associate Agreement to comply with HIPPA regulations.
HR Solutions Group, to develop a flexible spending plan document for the BOCES at a rate of $500.00.
Holiday Valley, to host the 2014 Special Education Winter Carnival on March 4-5, 2014 at a cost of $32,700.
Employee Assistance Group, for employee assistance services for the 2013-14 school year at a cost of $16.63/employee.
Big Picture Learning, for Big Picture content and support for the 2013-14 school year for the two CABOCES (Elm Street and Ellicottville) locations at a cost of $47,000.
Raymond F. Wager, CPA, for the annual external CPA audit for the 2012-13 school year at a cost of $22,500 (CABOCES) and $3,500 (Health Plan Consortium).

Motion by H. Lillenstein, second by B. Eaton to have the Cattaraugus-Allegany-Erie-Wyoming BOCES enter into agreements for the Special Projects/Workshops listed below. 7 Ayes, 0 No votes. Motion carried.

June 5, 2013
1. Online Computer Library Center, Library Services-all districts in 804/812, for a total cost of $4,000
2. Advanced Academics, Distance Learning-all districts in 420, for a total cost of $30,000.
3. APEX, Distance Learning-all districts in 420, for a total cost of $20,000.
4. AVENTA Learning, Distance Learning-all districts in 420, for a total cost of $50,000.
5. Brain Pop, all districts in 501, for a total cost of $15,000.
6. Castle Learning, all districts in 501, for a total cost of $45,000.
7. E2020/Edgenuity, Distance Learning-all districts in 420, for a total cost of $30,000.
8. Keystone National High School, Distance Learning-all districts in 420, for a total cost of $10,000.
9. Discovery Education, all districts, for a total cost of $55,362.91
10. Houghton College, Staff Development-all districts, for a total cost of $600.
11. Douglas Rougeux, Arts in Education-Portville, for one program at a cost of $650.
13. McKay Consulting, Professional Development-all districts, for two days at a total cost of $14,000.
14. Carol Harris & Roxanne Schmidt, Staff Development-Portville & ISS, for a total cost of $60,000.
15. Silver Strong Associates, Professional Development-Franklinville & Pioneer, for 2013/14 school year at a total cost of $145,000 (max.)
16. Edmentum, all districts, for one year at a total cost of $40,000.
17. Learn 360, all districts, for a one year at a total cost of $40,000.
18. Carol O'Hagan, Distance Learning-all districts, for a total cost of $7,000.
19. Mary Jo Sliger, Science Kits-all districts, for 200 hours at a total cost of $4,400.
20. Silver Strong Associates, Professional Development-Fillmore, Belfast & Randolph, for 2013/14 school year at a total cost of $30,000 (max.)
21. Holiday Valley Resort & Conference Center, Professional Development-all districts, for two days at a total cost of $10,000 (max.)
22. Lucy Curley & Co., Inc., Professional Development-Allegany/Limestone, Olean, Portville & Hinsdale, from 6/1-5/31/14 at a total cost of $48,000.

Motion by L. Nicol, second by B. Eaton to approve the 2013-14 Board Meeting Schedule as presented. 7 Ayes, 0 No votes. Motion carried.

Motion by C. Joyce, second by L. Nicol to approved the 2013-14 Adjunct Pay Schedule as presented. 7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second by C. Joyce to approve the Working Conditions for the Classified Confidential Staff for the period of July 1, 2013 through June 30, 2016, as presented. 7 Ayes, 0 No votes. Motion carried.

Motion by L. Nicol, second by B. Eaton to ACCEPT the following ice cream bid from: Perry’s Ice Cream Co., 40 items totaling $144,897.60. 7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by M. Dowler to ACCEPT the lowest responsible bread bid from Bimbo/Stroehmann Bakeries and Midstate Bakery Distributers.

<table>
<thead>
<tr>
<th></th>
<th>Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bimbo Foods, Inc.</td>
<td>7</td>
<td>$56,539.95</td>
</tr>
<tr>
<td>Midstate Bakery Distributors, Inc.</td>
<td>12</td>
<td>$150,250.86</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>19</td>
<td><strong>$206,790.81</strong></td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second by L. Nicol to ACCEPT the milk and juice bid from Upstate Niagara Cooperative, Inc. for 27 items at $603,018.14. 7 Ayes, 0 No votes. Motion carried.

June 5, 2013
Motion by B. Eaton, second by H. Lillenstein to accept the lowest responsible copy paper bid totals as follows:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th># of Items</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT PAPER GROUP, INC</td>
<td>37</td>
<td>$168,849.70</td>
</tr>
<tr>
<td>XPEDX</td>
<td>43</td>
<td>$68,889.80</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>80</strong></td>
<td><strong>$237,739.50</strong></td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second by L. Nicol to reject the bid from the George Swede as their tractor did not meet all of our specifications and accept the lowest responsible tractor bid of $21,232.80 from: Z & M Ag and Turf, 649 East Main Street, Springville, NY 14141.

<table>
<thead>
<tr>
<th></th>
<th>Bentley Bros.</th>
<th>Bobcat of Buffalo</th>
<th>George Swede</th>
<th>Monroe Tractor</th>
<th>Z &amp; M Ag &amp; Turf</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kubota L3540</td>
<td>Kioti CK35</td>
<td>LS Tractor LSG3033</td>
<td>Farmall 30B</td>
<td>JD 3320 &amp; 300CX</td>
</tr>
<tr>
<td>Compact Tractor</td>
<td>$24,679.00</td>
<td>$21,500.00</td>
<td>$15,614.00</td>
<td>$22,799.71</td>
<td>$21,232.80</td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by M. Dowler to accept the lowest responsible digital signage bid (sole bid) total of $141,791.00 from: Veraview LLC., 610 Main Street, Buffalo, NY 14202.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Unit $</th>
<th>Extended $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tightrope Carousel Digital Signage Framework Server – CAR-SVR410</td>
<td>1</td>
<td>$5,940.00</td>
<td>$5,940.00</td>
</tr>
<tr>
<td>Tightrope Small Form Factor Digital Signage Player for Carousel Servers - CAR-PLR250</td>
<td>46</td>
<td>$1,980.00</td>
<td>$91,080.00</td>
</tr>
<tr>
<td>Three Year Gold System Assurance Contract for CAR-SVR410</td>
<td>1</td>
<td>$2,667.00</td>
<td>$2,667.00</td>
</tr>
<tr>
<td>Three Year Gold System Assurance Contract for CAR-PLR250</td>
<td>46</td>
<td>$884.00</td>
<td>$40,664.00</td>
</tr>
<tr>
<td>Tightrope One Hour Remote Telephone Training</td>
<td>6</td>
<td>$120.00</td>
<td>$720.00</td>
</tr>
<tr>
<td>Tightrope One Hour of Remote Telephone Installation Assistance</td>
<td>6</td>
<td>$120.00</td>
<td>$720.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$ 141,791.00</strong></td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second by L. Nicol to reject the lowest First Aid bids and accept the next lowest responsible bids as indicated and included in the final figures mentioned in the next paragraph.

The “First Aid 14005 Bid Award Summary: file lists the summary award by vendor. Attached is the “First Aid 14005 Bid Award” Report that lists the individual items. It is recommended the Board accept the bids representing 265 items totaling $13,773.89 as identified below.

### Items Not Awarded to Lowest Bidder

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Low Bid $</th>
<th>Low Bid Vendor</th>
<th>Reject Reason</th>
<th>Award Bid $</th>
<th>Awarded Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>00175</td>
<td>$1.92</td>
<td>Henry Schein</td>
<td>Incorrect Item</td>
<td>$2.96</td>
<td>Guardian Medical</td>
</tr>
<tr>
<td>00265</td>
<td>$6.38</td>
<td>DealMed</td>
<td>Economies &amp; Efficiencies</td>
<td>$24.21</td>
<td>School Health Corp.</td>
</tr>
<tr>
<td></td>
<td>$7.25</td>
<td>Mohawk</td>
<td>Not as Expected</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$9.28</td>
<td>Medco</td>
<td>Not as Expected</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$9.50</td>
<td>Guardian</td>
<td>Not as Expected</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 Ayes, 0 No votes. Motion carried.
Motion by H. Lillenstein, second by M. Dowler to **REJECT** the lowest bids and **ACCEPT** the next lowest responsible bids as indicated and included in the final figures mentioned in the next paragraph.

The “Cafeteria 14006 Bid Award Summary”: file lists the summary award by vendor. Attached is the “Cafeteria 14006 Bid Award” Report that lists the individual items. It is recommended the Board **ACCEPT** the Cafeteria bids representing 769 items totaling $1,040,158.87. 7 Ayes, 0 No votes. Motion carried.

Motion by B. Eaton, second by H. Lillenstein to approve the following field trip request. 7 Ayes, 0 No votes. Motion carried.
1. Six Audio Visual Production students and one chaperone to travel to New York City. NY June 12-13, 2013. The only expense to BOCES is the use of a DOT van.

Motion by C. Joyce, second by L. Nicol to approve up to five board members to attend the NYSSBA Conference in Rochester, NY October 24-26, 2013. 7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by R. Keenan to nominate Christine Schnars to serve as NYSSBA Area 3 Director. 7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second by H. Lillenstein to move into executive session at 5:32 p.m. to discuss a grievance. 7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by B. Eaton to return to regular session at 6:10 p.m. 7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by R. Keenan to deny the employee’s grievance, as presented to the Board on April 7, 2013 pursuant to the UBTA collective bargaining agreement, and to authorize the Board President to issue a letter to the grievant and UBTA notifying them of the decision. 7 Ayes, 0 No votes. Motion carried.

Motion by R. Keenan, second by L. Nicol to approve the capital project bid as presented. 7 Ayes, 0 No votes. Motion carried.

Motion by H. Lillenstein, second by R. Keenan, to approve personnel items 1.1 – 10.171 as presented. 7 Ayes, 0 No votes. Motion carried.

Appendix A – Personnel follows at the end of the minutes.

Motion by H. Lillenstein, second by M. Dowler to adjourn the meeting at 6:15 p.m. 7 Ayes, 0 No votes. Motion carried.

Respectfully submitted,

Sally Nenno, District Clerk

June 5, 2013